



THE CITY OF NEW YORK

COMMISSION ON PUBLIC INFORMATION AND COMMUNICATION

PUBLIC DATA DIRECTORY

First Edition

April 1993

Published by: **New York City Office of the Mayor**
Office of Operations

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COMMISSION ON PUBLIC INFORMATION AND COMMUNICATION

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INTRODUCTION

Section 1062 of the New York City Charter requires the New York City Commission on Public Information and Communication to publish a "Public Data Directory" describing the computerized databases maintained by City agencies. This is the first "Public Data Directory" published pursuant to that requirement.

Publication of this first edition represents an important step towards fulfilling the goal of improving public access to information about the wide variety of computerized data maintained by the city. Information maintained by City agencies is increasingly being stored in computers. Until now, however, there has been no source of information available to researchers, community groups, businesses, and other members of the public regarding the types of electronic data kept by City agencies, much of which is required by law to be accessible to the public.

The New York City Commission on Public Information and Communication is a new City agency, established by the 1989 amendments to the New York City Charter. The Commission is chaired by the President of the City Council, and includes public members as well as representatives of the Mayor, the City Council and a number of City agencies. In addition to publication of the Public Data Directory, the Commission's responsibilities include education and outreach to assist the public in obtaining access to City

information, and developing strategies for the use of new communications technologies to improve access to and distribution of City data. In June 1991, the Commission presented the City Council with a comprehensive proposal for cablecasting the proceedings of the Council and the City Planning Commission.

This Public Data Directory represents the joint efforts of the members of the Commission and, in particular, the staff of the Mayor's Office of Operations and the Law Department. The Commission also wishes to acknowledge the valuable assistance provided by the agencies themselves in preparing the Directory.

For each agency, the Directory provides a brief description of the agency's mission, the name and phone number of a "Public Liaison" available to assist members of the public, and brief descriptions of the contents of the databases. The "Users Notes" which follow this Introduction contain important information on methods of access, legal restrictions on access to certain records, and other information.

We hope that the Directory will assist you in locating sources of information and in formulating records requests to City agencies. At present, only a few agencies offer members of the public "on-line" access to electronic data. For that reason, in most instances it will be necessary for you to make a Freedom of Information Law request to the agency in order to obtain the

records you need. The Commission believes that significant opportunities exist to expand "on-line" access to City data and intends to work to encourage City agencies towards this goal.

Publication of this Directory is a first for New York City government. Our goal has been to produce a Directory that is "user friendly" for all members of the public, including both those who are knowledgeable about computer data and those who are not. In future editions, we hope to expand the listings, add to the database descriptions, and provide more information regarding computer formats. We welcome your comments on ways to improve future editions and methods of access to City agency electronic data. Attached at page xiii of the Directory you will find a questionnaire soliciting your views and recommendations on the Directory. Please take the time to fill it out and return to the Commission, c/o Office of the President of the City Council, City Hall, N.Y., N.Y. 10007.

Sincerely,

NEW YORK CITY COMMISSION
ON PUBLIC INFORMATION AND
COMMUNICATION

USERS NOTES

1. Access

You may obtain information from the databases listed in the Directory by making a written request to the agency Records Access Officer under the New York State Freedom of Information Law ("FOIL") (Public Officers Law Section 84 et seq.). See attached sample FOIL request letter at page x.

FOIL provides that all records of an agency are available to the public, except to the extent that records or portions thereof fall within one or more of the grounds for denial of access appearing in section 87(2)(a) through (i) of the law. For example, a record may be denied where an agency determines that disclosure of a record pertaining to an individual would result in "an unwarranted invasion of personal privacy". If an agency denies access to a record, it must do so in writing and should specify the grounds for denial. You may appeal a denial of access to a designated appeals officer at the agency. A sample appeal letter is attached at page xii.

In some instances, City agencies may be required to keep certain information confidential (e.g., under tax secrecy laws or

* A useful brochure on the Freedom of Information Law may be obtained from the Committee on Open Government, N.Y.S. Department of State, 162 Washington Avenue, N.Y. 12231, or call (518) 474-2518.

provisions relating to private medical records). In most instances, the Directory identifies the relevant laws which require confidentiality.

In general, you may request that electronic data be provided to you in either a computer tape/disk form or in the form of a printout. Under FOIL, agencies are entitled to charge for the "actual cost of reproducing" electronic data, i.e., the cost of computer time etc. However, since it is often difficult to determine the actual cost of computer use, agencies will usually charge 25 cents per sheet for printouts or the cost of the tape or disks for electronic reproduction. Whether or not you wish to obtain data in hard copy or computer-usable form will depend upon your needs and the compatibility of your hardware and software with that of the agency.

2. Customized Data

FOIL allows members of the public access to records which are maintained by City agencies in the regular course of business and they are under no legal obligation to create new records or reformulate existing records in order to respond to requests for information from the public. See FOIL Section 89(5)(g) In general, electronic information that can be retrieved through use of existing computer programs must be disclosed by the agency. However, if the agency can only retrieve the information you request by engaging in reprogramming, it is not obliged to do so.

This situation can arise either where the information you request is not retrievable under existing programs or where it is intermingled with confidential or FOIL-sensitive data and cannot be extracted without reprogramming. Note, however, that where removal or screening of confidential or FOIL-sensitive data presents a problem, it may sometimes be more cost-effective for the agency to reprogram than to manually delete portions of a printout. Where these situations arise, possible solutions should be discussed with the agency.

3. User Systems Requirements

In making requests to City agencies for electronic data, you should be aware that City agencies are not required to make data format or other changes in order to ensure hardware and/or software compatibility with your computer system. In many instances, agency databases reside in large mainframe systems and the data is not readily usable by personal computer systems. In other instances, special application software is required to view the data. The agency Public Liaisons listed in the Directory are available to provide you with access to further information regarding hardware and software compatibility. Discussion with agency personnel may suggest ways to accommodate your needs without imposing additional burdens upon the agency.

4. Coverage of Directory

The Directory contains entries for most Mayoral agencies and

for the City Comptroller. At the time of publication, information was not available for three large City agencies: the Human Resources Administration, the Department of Housing Preservation and Development, and the Police Department. For these agencies, the Directory includes the name of a Public Liaison who is available to answer questions regarding the availability of computerized data. A number of other, generally smaller, agencies do not maintain computerized databases (e.g., the Department of Cultural Affairs). The Commission expects to include information regarding additional Mayoral agencies as well as various non-Mayoral agencies in subsequent editions of the Directory.

The Directory identifies databases which contain information relating to the regulatory functions or statutory duties of an agency. Databases which are used for agency administrative support functions are not included (e.g. accounting systems, personnel record systems, equipment inventory systems).

SAMPLE FOIL REQUEST

Name of Agency Records Access Officer

Name of Agency

Agency Address

Re: Freedom of Information Law Request

Dear _____:

Pursuant to the Freedom of Information Law, I hereby request a computer printout of records maintained by your agency in computerized form [provide name of database, if known].^{**} Specifically, I request the following: [attempt to identify the records in which you are interested as clearly as possible]

If there are any fees for copying the records requested, please inform me before filling the request [or ... please supply the records without informing me if the fees are not in excess of \$ ____]

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt by granting or denying access or by furnishing a written acknowledgement of receipt and a statement of the approximate date when the request will be granted or denied. Therefore, I would appreciate a response as soon as possible and look forward to

^{**} If you are seeking electronic reproduction of a record in a tape or disk format, this should be specified.

hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person to whom an appeal should be directed.

Sincerely,

Name

Address, City, Zip Code

SAMPLE APPEALS LETTER

Name of Agency Appeals Officer

Name of Agency

Agency Address

Re: Appeal of FOIL Determination

Dear _____:

I hereby appeal the denial of access regarding my request, which was made on _____ (date) and sent to _____ (name of records access officer).

The records that were denied include: _____ (enumerate the records that were denied).

As required by the Freedom of Information Law, the person or body designated to determine appeals is required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, the law requires that I be provided with a written explanation of the reasons for further denial.

Sincerely,

Signature

Name

Address

City, State, Zip Code

PUBLIC DATA DIRECTORY

QUESTIONNAIRE

The New York City Commission on Public Information and Communication welcomes your comments and suggestions on ways to improve future editions of the Public Date Directory and to expand methods of access to City agency electronic data. Please fill out this questionnaire and sent to the Commission at .

1. How did you obtain a copy of the Public Data Directory?
2. What methods for distribution of the Public Data Directory do you think would be most effective in reaching interested members of the public?
3. Please describe yourself as a "user type"
 not-for-profit individual
 business other (please describe)
researcher

4. Has the Public Data Directory been useful to you as a research or reference tool? Please describe.

5. What improvements in the Public Data Directory would you recommend for future editions?

6. If you have used the Public Data Directory to make requests to city agencies for electronic data, please provide the following information regarding each such request (use extra sheets if necessary):

a. Name of agency

b. Name of database

c. Nature of data requested

d. Form in which data was requested.

(i.e., computer tape, disk, printout, or other)

e. Did you encounter any problems in obtaining access to the data you requested? If so, please describe.

7. What improvements should be made in methods of access to City electronic data?

8. Other comments

T A B L E O F C O N T E N T S

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AGENCY

DEPARTMENT FOR THE AGING

2 Lafayette Street, 7th Floor

New York, N.Y.

10007

PHONE:

212-442-1322

FAX:

212-442-1096

PUBLIC LIAISON

Helene Wolff

Director of Public Affairs

PHONE:

212-442-1111

MISSION STATEMENT

The Department for the Aging helps improve the quality of life for older residents of New York City. Under the Federal Older Americans Act, the State Community Services for the Elderly Program, and with significant City support, the Department promotes and coordinates the development and provision of accessible services for older persons, and serves as their advocate. Both directly and through contracts with community agencies, the Department supports a broad range of services to help maintain the independence and participation of older people. These services include nutrition, home care, care management, transportation, legal services, employment services, assistance to crime victims, information and referral, and health promotion. The Department monitors the quality, cost, and volume of services to older persons.

APPLICATION NAME: Client Information

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

This system processes information collected on New York City's elderly population who are served by the Department's 400+ service providers. The processed information is used for both Federal, State, and City reporting and for use by DFTA's Research and Planning Units.

DATABASE CONTENTS

Program reports (Individual client data is confidential), demographic statistics, research/planning, federal/state reimbursements.

APPLICATION NAME: Grants Management

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system controls, by Cost Center, the budgets and expenses for each of the Department's 400+ service providers. The system ensures that prompt reimbursements occur each month to these service organizations to assure continuous cash flow for necessary purchases of provisions, staples, goods, and other materials.

DATABASE CONTENTS

Miscellaneous statistics, grants/specific funded programs, federal/state grants, service contractors, contractor directory.

APPLICATION NAME: HEAP VI

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

This System assists eligible senior citizens to apply for the Home Energy Assistance Program (HEAP) which pays for some or all of a senior's home heating bills. The HEAP Program is State funded and administered by DFTA for New York City's elderly population.

DATABASE CONTENTS

Home Energy Assistance Program (HEAP), administrative reports, cash grants, client directory (Individual client data is confidential), vendor payments, revenue/expenditure statistics.

APPLICATION NAME: Performance Based System (PBS)

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

This system controls, by Unit Cost, the Home Care services provided by each of the DFTA's Home Care providers. Reimbursement to providers is based on the number of Home Care Units delivered each month multiplied by the agreed-upon cost for each Home Care Unit. Home Care services are the only services which require a Unit Cost and for which reimbursement is based on a provider's performance of service delivery.

DATABASE CONTENTS

Contractor payments, federal/state reimbursements, federal/state grants, service contractors.

AGENCY

DEPARTMENT OF BUILDINGS

60 Hudson Street, 14th Floor

New York, N.Y.

10013

PHONE:

212-312-8000

FAX:

212-312-8065

PUBLIC LIAISON

Mark Ritze

Asst. Commissioner - Management Services

PHONE:

212-312-8025

MISSION STATEMENT

The Department of Buildings oversees building construction and alteration in the City and enforces the Building and Electrical Codes, Zoning Resolution, State Multiple Dwelling Law, and energy, safety, labor, and other laws related to construction activity. The Department inspects construction and electrical, plumbing, and elevator installations. Department inspectors respond to complaints about the structural integrity of buildings and inspect places of assembly and other special occupancies. The Department periodically inspects elevators and uninsured boilers in commercial buildings and six-family dwellings. The Department regularly inspects major new buildings under construction for compliance with public safety regulations.

| AGENCY: Department of Buildings |

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APPLICATION NAME: Billing and Aging Report

YEAR ACTIVATED: 12/85

APPLICATION DESCRIPTION

This program produces a citywide summary report by month and year, of all billings and collections for the Department of Buildings. It includes elevators, boilers and public assembly inspections as well as illuminated sign permits.

DATABASE CONTENTS

Fee collections/accounting.

APPLICATION NAME: BIS-Accounting Module

YEAR ACTIVATED: 12/85

APPLICATION DESCRIPTION

This module processes and accounts for fees and fines collected by DOB for filings, permits, licenses, certificates and other processing fees, and produces reports for management analysis.

DATABASE CONTENTS

Management reporting, lock boxes, fine collections/accounting, building modifications/repairs, building licenses, building demolitions, building constructions, building applications/ certificates/permits, financial reporting, fee collections/accounting, financial accounting.

APPLICATION NAME: BIS-Application Processing Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This module collects the necessary information for processing all applications for new construction, various types of repairs and alterations, demolitions, signs, plumbing repairs, and subdivisions.

DATABASE CONTENTS

Building modifications/repairs, building demolitions, building constructions, building code inspections/violations, building applications/certificates/permits, fee collections/accounting.

APPLICATION NAME: BIS-Complaint Tracking Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system records and tracks all complaints from city officials, community Boards and the public regarding various conditions at building work sites and at existing structures.

DATABASE CONTENTS

Public complaints, accidents, building constructions, building demolitions, building modifications/repairs, other complaints, building/structure inspections, management reporting.

APPLICATION NAME: BIS-Pre-Filing/Fee Estimation

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This module handles the initial intake of work permit applications into the BIS System and computes fees for work to be performed. The module is also used for fee adjustments and building cluster processing.

DATABASE CONTENTS

Management reporting, building applications/certificates/permits, building demolitions, building constructions, miscellaneous billings.

APPLICATION NAME: BIS-Landmarks Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

The module is the direct on-line link between the Landmarks Preservation Commission and the Department of Buildings. It allows LPC to designate properties directly on DOB's database.

DATABASE CONTENTS

Landmark structures, landmark sites, management reporting.

| AGENCY: Department of Buildings

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| APPLICATION NAME: BIS-Permit Issuance Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Permits for new construction, alterations, demolitions, equipment use, foundations and signs are issued in this module. All remaining fees and civil penalties are collected here.

DATABASE CONTENTS

Building modifications/repairs, building licenses, building demolitions, building constructions, building code inspections/violations, building applications/certificates/permits, finance licenses/permits, fee collections/accounting.

APPLICATION NAME: BIS-Plan Examinations Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

In this module, items required to satisfy the plan examination are tracked and recorded. Applications can be approved for permit(s) at this time, or rejected until all necessary documentation is in order.

DATABASE CONTENTS

Building applications/certificates/permits, building demolitions, building constructions, building modifications/repairs, city planning licenses/permits, city streets/addresses/zoning/election districts/political subdivisions/community boards, land use, landmark sites, landmark structures, management reporting.

APPLICATION NAME: BIS-Property Profile Tracking Module

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This module tracks a wide variety of information for every building in the five boroughs, including geographical data, all applications processed and permits received, violations, ownership data, landmarks designations, land use and finance data.

DATABASE CONTENTS

Building applications/certificates/permits, building constructions, building code inspections/violations, building demolitions, building modifications/repairs, address directory, geographics/maps, land use, landmark sites, landmark structures, management reporting, city owned properties, property owners.

APPLICATION NAME: Boiler and Elevator Periodic Reinspection

YEAR ACTIVATED: 3/85

APPLICATION DESCRIPTION

Reinspection of Boilers and Elevators that were in violation of the building codes. These reinspections are billed.

DATABASE CONTENTS

Public safety inspections, building code inspections/violations, miscellaneous billings.

APPLICATION NAME: Boiler Inspection Billing System

YEAR ACTIVATED: 12/82

APPLICATION DESCRIPTION

Tracks the annual inspection and billing of boilers.

DATABASE CONTENTS

Miscellaneous billings, public safety inspections, building code inspections/violations.

APPLICATION NAME: Boiler Inspection Routing and Query System

YEAR ACTIVATED: 2/85

APPLICATION DESCRIPTION

This is an on-line system which produces routing of periodic boiler inspections and monitors inspection dispositions.

DATABASE CONTENTS

Public safety inspections, miscellaneous billings, building code inspections/violations.

APPLICATION NAME: Construction Site Safety System

YEAR ACTIVATED: 6/85

APPLICATION DESCRIPTION

Tracks compliance with safety codes for high rise construction of new buildings within the city.

DATABASE CONTENTS

Building constructions, noise complaints/violations.

APPLICATION NAME: Electrical Control Inspection System

YEAR ACTIVATED: 4/85

APPLICATION DESCRIPTION

This system tracks the flow of Bureau of Electrical Control (BEC) Applications for electrical work from initiation through inspection and certificate issuance, including generation of work permits and violation notices. System calculates and tracks fees and generates monthly accounting/billing statements. Modules handle tracking of electricians and corporations, licensing, geo-graphical inspector routing and information center activities.

DATABASE CONTENTS

Building code inspections/violations, electrical licenses/permits, miscellaneous billings, public safety inspections.

APPLICATION NAME: Elevator Inspection Billing System

YEAR ACTIVATED: 12/82

APPLICATION DESCRIPTION

This batch system generates bills for the periodic inspection of elevators, which are inspected and billed twice a year.

DATABASE CONTENTS

Miscellaneous billings, public safety inspections, building code inspections/violations.

APPLICATION NAME: Loft System

YEAR ACTIVATED: 12/83

APPLICATION DESCRIPTION

Tracking of all lofts in the City of New York. Used to determine if loft complied with regulations or if violations were issued.

DATABASE CONTENTS

Loft board licenses/permits.

APPLICATION NAME: Environmental Control Board

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This module is an interface between DEP's BARAMIS system and BIS. All ECB construction violations are down loaded nightly from DEP's violation tracking system and updated on BIS.

DATABASE CONTENTS

Management reporting, structural non-compliance summons.

APPLICATION NAME: Management Report

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

Summarizes operating performance by aggregate productivity and production within agency operating divisions.

DATABASE CONTENTS

Miscellaneous statistics, research/planning, management reporting, public safety inspections, building/structure inspections, other complaints, building code inspections/ violations, building applications/certificates/permits.

APPLICATION NAME: Illuminated Sign Permit and Fee Billing System

YEAR ACTIVATED: 12/84

APPLICATION DESCRIPTION

This is a batch program that bills and produces illuminated sign permits for all the illuminated signs in the 5 boroughs.

DATABASE CONTENTS

Miscellaneous billings, fee collections/accounting, public safety inspections.

APPLICATION NAME: On-line Elevator Billing System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Routes and monitors inspection dispositions associated with the inspection of elevator devices. Provides for the billing of periodic inspections.

DATABASE CONTENTS

Building code inspections/violations, public safety inspections, miscellaneous billings.

APPLICATION NAME: Local Law 5 - Low Rise Buildings

YEAR ACTIVATED: 4/84

APPLICATION DESCRIPTION

Tracking of all buildings below 100 ft. that had to comply with sprinkler requirements set forth in Local Law 5.

DATABASE CONTENTS

Inspection reports, public safety inspections, local law compliance inspections, city managed properties.

APPLICATION NAME: Local Law 5 of 73 - High Rise Buildings

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

Tracking of all buildings over 100 ft. that had to comply with sprinkler requirements set forth in Local Law 5.

DATABASE CONTENTS

Safety non-compliance summons, public safety inspections, local law compliance inspections, inspection reports.

APPLICATION NAME: Local Law 10/80

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

Compliance tracking of all buildings over 6 stories, whose owners are required to arrange for a facade inspection by a registered architect or professional engineer every 5 years. A report of the inspection must be filed with the Department.

DATABASE CONTENTS

Inspection reports, public safety inspections, local law compliance inspections, safety non-compliance summons, structural non-compliance summons.

APPLICATION NAME: Local Law 41 of 78

YEAR ACTIVATED: 3/83

APPLICATION DESCRIPTION

Tracking of all F4C (CABARETS) in the City of New York to monitor compliance with requirements set forth in Local Law 41.

DATABASE CONTENTS

City managed properties, public safety inspections, local law compliance inspections, inspection reports.

APPLICATION NAME: Local Law 16 of 84

YEAR ACTIVATED: 8/87

APPLICATION DESCRIPTION

This module of the BIS system tracks the compliance of properties subject to Local Law 16/84 - Fire Safety.

DATABASE CONTENTS

Local law compliance inspections, safety non-compliance summons.

APPLICATION NAME: On-Line Mandatory Elevator Inspection
Tracking System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

All elevators must be inspected by a private company once a year and the company files a report with the Department. Owners of buildings for which no report is received are subject to violation and fines.

DATABASE CONTENTS

Building code inspections/violations, public safety inspections, public facilities inspections.

APPLICATION NAME: Plumbing Licensing System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

Tracks and issues licenses to plumbers, and private elevator inspectors, sign hangers, and fire suppression.

DATABASE CONTENTS

Plumbing licenses.

APPLICATION NAME: Public Assembly Permit Billing System

YEAR ACTIVATED: 5/85

APPLICATION DESCRIPTION

PA's are inspected annually for public safety. A permit is issued to those that pass the inspection and a permit fee is billed.

DATABASE CONTENTS

Public facilities inspections, public safety inspections, building code inspections/violations, miscellaneous billings.

APPLICATION NAME: Saturday Variance

YEAR ACTIVATED: 4/85

APPLICATION DESCRIPTION

Tracking of work permits which allow a Contractor to work after the normal working hours and on weekends when such activities serve to protect the public.

DATABASE CONTENTS

Building constructions, noise complaints/violations.

AGENCY

DEPARTMENT OF BUSINESS SERVICES

110 William Street, 3rd Floor

New York, N.Y.

10038

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212-618-6300

FAX:

212-618-8991

PUBLIC LIAISON

Miriam Rullan

Director, Management Information Systems

PHONE:

212-618-8723

MISSION STATEMENT

As the business service arm of New York City's economic development efforts, DBS aims to expand economic activity, retain and create jobs, attract new businesses, promote business and employment opportunities for all groups within the City's population, and generally maintain and improve the City's business climate and conditions.

To accomplish its mission, the agency provides a range of services to individual businesses, including relocation, bonding, and energy assistance. DBS supports commercial revitalization programs in many neighborhoods, provides financial incentives to businesses operating in designated economic development zones, sponsors training programs, and serves as ombudsman for businesses working with City government.

The Department provides specially targeted services to minority, women-owned, and other small businesses, and to contractors who work in economically depressed areas or employ economically disadvantaged workers. DBS enforces Charter, Executive Order, and federal grant provisions which ensure that City contractors are equal opportunity employers.

APPLICATION NAME: Company Tracking System

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This is an agency wide database that tracks contacts that we have had with businesses requesting our services.

DATABASE CONTENTS

Company tracking system, business listing, management reporting.

APPLICATION NAME: Procurement Outreach Program

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This database contains information on companies and the commodities they offer for sale.

DATABASE CONTENTS

Vendor directory, contract tracking, eligibility control, client tracking.

APPLICATION NAME: Bonding Technical Assistance

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

This is a listing of contractors who requested services from this agency and were assisted.

DATABASE CONTENTS

Business listing, vendor listing, contractor directory, client tracking, financial statistics.

AGENCY: Department of Business Services

Page 2 of 4

APPLICATION NAME: Energy Cost Savings Program

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

This is a tracking system of businesses that are receiving the benefits that this program provides.

DATABASE CONTENTS

Business listing, financial/demographic statistics, client tracking.

APPLICATION NAME: Economic Development Zones

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

A listing of businesses in the 4 currently defined EDZs that are eligible for services administered by this agency.

DATABASE CONTENTS

Business listing, demographic/financial statistics, client tracking.

APPLICATION NAME: Local Development Corporations

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

This is a listing of the LDCs throughout the city and the boundaries for the areas that they administer.

DATABASE CONTENTS

Business listing.

APPLICATION NAME: Contractor Workforce Analysis

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a database of demographic data concerning the labor force of the companies that do business with the City.

DATABASE CONTENTS

Demographic statistics, population statistics, equal employment opportunity records/statistics, contractor directory.

APPLICATION NAME: Division of Economic & Financial Opportunity
(DEFO) Certified Companies

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This is a tracking system to follow up certification processing of companies that are eligible for DEFO services, and is used to produce a directory of certified firms for distribution to procurement officers.

DATABASE CONTENTS

Application processing, business listing, vendor directory, commodities directory, mailing directories.

APPLICATION NAME: DEFO Contract Compliance

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

This is a database that tracks contracts that are awarded by City agencies to DEFO certified firms.

DATABASE CONTENTS

Contractor directory, contractor payments, services contracts, purchase contracts.

APPLICATION NAME: Integrated Work Permits/Inspection System

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a database that contains information regarding inspections that were performed and violations that were issued for certain building sites.

DATABASE CONTENTS

Building applications/certificates/permits, buildings/structures inspections, building code inspections/violations, environmental inspections/violations, public facilities inspections, quality control inspections, inspection reports, fee collections/accounting, building construction, building demolition, building modifications & repairs.

APPLICATION NAME: Parking Violations

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a listing of parking violations that were issued by this agency on sites that are inspected by our staff.

DATABASE CONTENTS

Parking summons.

APPLICATION NAME: Criminal Violations

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a tracking system for summonses and violations that this office issues.

DATABASE CONTENTS

Summons processing, violations tracking, inspections tracking, crimes.

APPLICATION NAME: Wharfage

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a database that is used for registering charges accrued by vessels tying up at City owned wharfage sites.

DATABASE CONTENTS

Tenant accounting.

APPLICATION NAME: Film Site Permits

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This is a database that tracks permits issued and related fees collected for filming sites in New York City.

DATABASE CONTENTS

Film permits, motion pictures, fee collection.

AGENCY

NEW YORK CITY
CAMPAIGN FINANCE BOARD

40 Rector Street

New York, N.Y.

10006

PHONE:

212-306-7100

FAX:

212-306-7143

PUBLIC LIAISON

Mara Neville

Director of Communications

PHONE:

212-306-7150

MISSION STATEMENT

The Campaign Finance Board, an independent, non-partisan City agency, provides public matching funds to candidates for municipal office who choose to participate in the public financing program; monitors candidates' campaign contributions and expenditures to ensure that they conform to the requirements of the law; provides detailed public disclosure of participating candidates' campaign finances, and publishes the Voter Guide for each regularly scheduled City election. The five offices covered by the program are mayor, City Council president, comptroller, borough president, and City Council member.

APPLICATION NAME: Campaign Finance Information System ("CFIS")

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system stores participating candidates' financial information as reported to the Campaign Finance Board by the campaign committees. This system is used to calculate public fund payments to qualifying candidates, monitor compliance with the Program's contribution and expenditure limits, public disclosure and other requirements, and assist the Board in conducting desk and field audits of candidates' campaigns. For public disclosure purposes, CFIS enables the Board to produce alphabetized reports of the campaign financial data candidates report to the Board. For hundreds of participating candidates for the 1989 and 1991 elections, CFIS was used to prepare the following public disclosure reports which are available at the Board's offices: 1) by Contributor Name, 2) by Contributor Employer Name, 3) by Intermediary Name, and 4) by Payee/vendor name.

DATABASE CONTENTS

- 1) CONTRIBUTIONS: a) contributor name and address, b) name and address of contributor's employer, if supplied, c) intermediary name and address, if supplied, d) date the contribution was received and the statement it was reported on, e) amount of contribution and, f) amount of contribution claimed by candidate as "matchable" or for purposes of meeting the threshold.
- 2) EXPENDITURES: a) payee name, b) expenditure date and c) amount and purpose of the expenditure.

AVAILABILITY NOTE: Available to the public.

Please note that from election to election the fields and organization of the database may vary, as a result of changes in the Campaign Finance Act, the Campaign Finance Program's reporting requirements, and enhancements to the computer system.

AGENCY

DEPARTMENT OF CITY PLANNING

22 Reade Street

New York, N.Y.

10007-1216

PHONE:

212-720-3667

FAX:

PUBLIC LIAISON

Geneve Davis

Records Access Officer

PHONE:

212-720-3208

MISSION STATEMENT

The Department of City Planning is responsible for the City's physical and socioeconomic planning, including land use and environmental review, preparation of plans and policies, and provision of technical assistance and planning information to government agencies, public officials, and community boards. Land use reviews conducted by the Department include site selections for all city facilities, acquisition of City office space, economic development projects, urban renewal site plans, dispositions for affordable and special need housing programs, disposition of City property, landmark designations, and mapping actions.

APPLICATION NAME: GEOSUPPORT INFORMATION SYSTEM (GIS) & RELATED CARTOGRAPHIC FILES

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

The Geosupport Information System (GIS) is an integrated computer system of software and files that supports many of the geographic processing needs common to New York City agencies' applications. It is accessed directly by other City computer applications on an IBM mainframe.

The data files in GIS are specially structured to be accessed directly only through the GIS software. However, the data are accessible in the form of printed address directories, computer generated printed maps and a microcomputer-usable format on floppy disks that are for sale to the public.

DATABASE CONTENTS

The following are available for purchase through the Department of City Planning Bookstore, 22 Reade St., New York, NY 10007. Tele: [212] 720-3667.

1. Address Directories by Borough:

A Borough Address Directory shows, for each street, the address range on each block face, and the corresponding 1980 census tract, 1990 census tract, Zip Code, Community District, School District, Police Precinct, and Health Areas. There are also entries for alternative street names and some street name spelling variants.

2. Printed Computer Generated Maps:

1990 Census Tract maps are available as a citywide map at a scale of 1 inch = 4,000 feet and for each borough at 1 inch = 2,000 feet. (Note: These maps depict the census geography only, not demographic data).

1990 Census Tract and Census Block maps are available at a scale of 1 inch = 600 feet. A set of 44 sectional maps shows census tract boundaries and numbers, census block numbers, and street names. (Note: These maps depict the census geography only, not demographic data).

City-owned and leased property from the 1991 Atlas of City Property: These 22 maps show all property that is owned and leased by the City of New York at a scale of 1 inch =

800 feet. Symbols depict properties by use codes defined in the legend with an abbreviated description of the property.

Tax Block and Lot Maps are available as a booklet for each community district (except Staten Island). These publications contain detailed maps at a scale of 1 inch = 250 feet showing block outlines and number, and tax lot outlines and numbers.

3. **Cartographic Files on Floppy Disks--Bytes of the Big Apple (TM)***

Tax Block Files in DXF (TM) format for use with microcomputers running DOS. These have tax block outlines, tax block numbers and street names. They can be used with any CAD or mapping software that can import DXF files.

Tax Block files in Illustrator 88 (TM) format for use on Apple MacIntosh (R) computers. These files have tax block outlines, tax block numbers and street names. They can only be used with Adobe Illustrator 88 (TM)** software.

LION Single Line Street Base Map Files in MapInfo (R) format for use with DOS operating system. These files have the city's street geography on seven floppy disks. The files contain street names, address ranges and geographic locations expressed in New York East State Plane Coordinates. These files can only be used with MapInfo (R)*** software.

* Bytes of the Big Apple is a trademark of the Department of City Planning.

** Illustrator 88 is a trademark of Adobe System, Inc.

*** MapInfo is a registered trademark of the MapInfo Corporation.

APPLICATION NAME: LAND USE MANAGEMENT INFORMATION SYSTEM (LUMIS)

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION:

LUMIS tracks ULURP and non-ULURP applications from receipt by the Department of City Planning through final review by the City Planning Commission, City Council and the Mayor.

DATABASE CONTENTS:

Application number; applicant; description of what application is for; type of application; location; address; community district(s); project name; fees collected; zoning map number; zoning resolution sections; related ULURP applications and CEQR information; and key dates and actions such as date received, date certified, and votes by community boards, borough presidents, City Planning Commission, and the City Council. The data resides in a mainframe database system.

APPLICATION NAME: MISLAND

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

MISLAND is a report generation system used to obtain recent and historical land use, housing and population data about the City's neighborhoods. Users may choose from over thirty standard report formats. Most of the data originates from other city agencies and is processed by City Planning for the MISLAND system.

DATABASE CONTENTS

Vacant structures; residential structures' vacancy rates; land use; property transactions; real estate tax arrearage; city owned and leased property including property name and address, use, and responsible agency; residential construction, conversions and demolitions; land use acreage; building floor area; housing unit changes; assessed values; property market values; property address and location; property owner's name; building and lot dimensions; property sales aggregations; and selected 1970, 1980 and 1990 Census information including housing, demographic, social and economic characteristics.

METHOD OF ACCESS

Customized report(s) will be produced. Users must request the report name and list their geography either by Community District(s), census tract(s), or tax block(s) depending upon the report requested. Users may request a special report title and selection criteria such as year(s) of data, building classes, and summary criteria depending upon the requested report's available options. The charge per report is \$25 for the first 100 pages and \$10 for each additional 100 pages. MISLAND User's Manuals are available by calling (212) 720-3587.

APPLICATION NAME: HOUSING DATABASE

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

The Housing Database is a centralized and standardized source of information on city, state, federal and quasi-governmental housing and insurance programs. Its a historical file and contains data relevant to the housing's geographic location and physical characteristics; and information pertaining to the specific housing programs that fund or have funded the site. The data originates from other city, state and federal agencies and are processed by City Planning for the Housing Database.

DATABASE CONTENTS

Address; community district; tax block and lot; census tract and block; project name; number of stories; units; housing program name; type of program; program status; milestone dates; and government and private monies. The data resides in a mainframe database system.

METHOD OF ACCESS

Upon written request, a Master Housing Database Community District Report will be produced for each community district that has been requested. This report lists all buildings in the Housing Database by taxblock and lot, and includes the building address, current number of units, and all housing programs that have or are currently funding the building and their most recent status and status date. Each report will contain information on a single community district. The cost is \$25.00 for the first 100 pages, and \$10 for each additional 100 pages of a report.

APPLICATION NAME: SELECTED PUBLIC FACILITIES FILE

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

The Selected Public Facilities File is a centralized source of data on selected educational, public safety, health, recreational and social services facilities; and contains attributes related to the type of facility. Most of the data originates from other city and state agencies.

DATABASE CONTENTS

Facility name; address; community district; type of facility; and service level attributes such as enrollment/capacity/ circulation. The data resides in a mainframe data file.

METHOD OF ACCESS

All the information is published annually in the COMMUNITY DISTRICT NEEDS publication which is available in the City Planning Bookstore at a cost of \$2.00 (plus tax) per borough volume or \$8.00 (plus tax) for the entire city.

APPLICATION NAME: FBI INDEX CRIMES-UNIFORM CRIME REPORTS (UCR)

YEAR ACTIVATED: 1969

APPLICATION DESCRIPTION

FBI Index presents the seven FBI Index crimes on a quarterly basis by crime type, police precinct and community district and citywide rank order. Data originate with the New York City Police Department.

DATABASE CONTENTS

Type of crime, police precinct, community district, borough total and citywide rank order for each crime type. The database resides on the CDCSA mainframe.

APPLICATION NAME: FIRE INCIDENTS AND MALICIOUS FALSE ALARM REPORTS

YEAR ACTIVATED: 1971

APPLICATION DESCRIPTION

Fire reports present annual data for fire fighting and emergency treatment activities by the Fire Department. Data originate with the New York City Fire Department.

DATA CONTENTS

Structural fires, non-structural fires and emergencies, fire company area, community district, borough and citywide totals. The data resides on CDCSA mainframe.

APPLICATION NAME: IMMIGRATION DATA

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Data from the annual tape files of the Immigration and Naturalization Service (INS) on new immigrants, defined as persons who have obtained status as permanent residents.

DATABASE CONTENTS

Data on the characteristics of immigrants include their age, sex, occupation and ZIP code of intended residence. The database resides on CDCSA mainframe.

APPLICATION NAME: COMMUNITY DISTRICT PROFILES OF POPULATION AND HOUSING CENSUS DATA

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

Data are from the full count 1990 Census Summary Tape Files for the City, the five boroughs and all 59 community districts.

DATABASE CONTENTS

A comprehensive list of variables from the full-count census questionnaire are included--age, sex, race and Hispanic origin, household and family type, and living arrangements among others. The database resides on CDCSA mainframe.

APPLICATION NAME: POPULATION AND HOUSING CENSUS DATA FOR SELECTED SERVICE DISTRICTS

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

These reports provide selected data from the results of the full-count 1990 Summary Tape Files for Health Areas, Health Center Districts, Councilmanic districts, Police precincts, School districts, and other geographic service areas.

DATABASE CONTENTS

A comprehensive list of variables from the full-count census questionnaire are included--age, sex, race and Hispanic origin, household and family type, and living arrangements among others. The database resides on CDCSA mainframe.

APPLICATION NAME: SOCIOECONOMIC DATA FROM THE 1990 CENSUS

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

The data will be prepared as a series of Summary Tape File 3 tabulations which will provide city, borough and census tract distributions for the highest demand items in the decennial census. Tabulations will also be prepared for Health Areas and Health Center Districts. Community District tabulations, along with those for other service areas, will be completed during the second half of 1992.

DATABASE CONTENTS

A comprehensive list of variables from the sample-count census questionnaire will be included-income, poverty status, education, journey to work, labor force status, occupation, industry and selected housing characteristics. The database resides on CDCSA mainframe.

APPLICATION NAME: DEMOGRAPHIC AND SOCIOECONOMIC DATA FROM THE 1980 CENSUS

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

These data have been prepared as a series of Summary Tape File 3 tabulations for the City, boroughs, community districts and other selected service districts (e.g., health areas). Data are presented in both profile form for basic items and in detailed cross-tabulations. There are special cross-classifications by race and Hispanic origin.

DATABASE CONTENTS

The large majority of variables in the 1980 Census have been compiled and cross-tabulated. Tabulations have been designed to address a multitude of specific issues of concern to city agencies. The database resides on CDCSA mainframe.

APPLICATION NAME: SCHOOL ENROLLMENT PROJECTIONS FILE

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

The Selected School Enrollment Projections File contains annual five- and ten-year public school enrollment projections for kindergarten grade through 9th grade by school district, and by borough for high schools. These total projections are related to existing and projected school capacity to identify potential shortfalls and the need for additional school seats. The projections are based on data files obtained from the New York City Board of Education and the State Education Department.

DATABASE CONTENTS

The data are presented by year, school level, school district, borough and city, numerical projections, grade-to-grade survival rates. The data resides in a mainframe data file maintained by the Social and Education Planning Division. The projections are used within the agency.

METHOD OF ACCESS

Projection components or summaries are available and are published in the text accompanying the City's biennial 10-Year Capital Strategy.

APPLICATION NAME: RESIDENTIAL FACILITIES IN NEW YORK CITY

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

The Residential Facilities database contains listings and other information for the following types of residential facilities: (1) residential health care, (2) correctional, (3) small residential care and temporary housing, (4) large temporary and transitional housing and (5) large residential care. These data are based on records and files of other city agencies and state agencies as well as those of City Planning.

DATABASE CONTENTS

Facility name, address, tax block and lot, community district, type of facility and number of beds. The data resides in a mainframe data file maintained by the Social and Education Planning Division.

METHOD OF ACCESS

All the information plus summary statistical tables are published annually in a report called, Residential Facilities in New York City, which is available at the City Planning Bookstore, 22 Reade Street, New York, 10007.

APPLICATION NAME: POST CENSAL DEMOGRAPHIC ESTIMATES

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

Post-censal population estimates, birth and death projections are developed as needed to provide the necessary inputs for planning studies and analyses.

DATABASE CONTENTS:

Current estimates and projections of total population by age, race and Hispanic origin according to sub-areas of the city (borough, community district); anticipated levels of births and deaths; and other variables such as housing or labor force are estimated or projected. The bulk of the data is stored in a mainframe computer system.

APPLICATION NAME: FISCAL & GRANTS MANAGEMENT

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

Reimbursement vouchers from federal and state grantors; supporting schedules (hourly rates, overhead/OTPS costs analyses); project management reporting; budget estimates; grant applications, etc.

DATABASE CONTENTS

Budget/cost data derived from NYC's OMB-adopted expense/revenue budgets and NYMTC-approved project budgets/work programs for various years. The data reside on CDCSA mainframe.

AGENCY

OFFICE OF THE COMPTROLLER

1 Centre Street, Room 530

New York, N.Y.

10007

PHONE:

212-669-2508

FAX:

PUBLIC LIAISON

Deena Ghaly

PHONE:

212-669-3857

FOIL Officer

MISSION STATEMENT

An independently elected official, the Comptroller advises the Mayor, the City Council, and the public of the City's financial condition, and makes recommendations on City operations, fiscal policies, and financial transactions. The Comptroller also investigates all matters relating to the City's finances, registers proposed contracts, verifies budget authorization and codes for contracts, determines credit needs, terms and conditions, prepares warrants for payment, and issues and sells City obligations. In addition, the Comptroller's office conducts performance analyses of City agencies and programs to eliminate waste and fraud; helps ensure the safeguarding of assets and the accuracy of accounting data, audits all City financial transactions, and settles and adjusts all claims for or against the City. The Comptroller also manages the sinking funds and all other City-held trust funds, including five pension funds, maintains the City's accounts and provides agencies with monthly statements; and publishes the City's annual financial statement.

User Bureau: Law and Adjustment

APPLICATION NAME: Claims Information Management Systems

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Claims against New York City and Health and Hospitals Corp.

DATABASE CONTENTS

Claimants names and contact information, claim numbers, occurrence date, and site information, claim review dates, agency codes, attorney names and contract information, statutory and contractual limit dates, settlement/judgment amounts, court and file folder location codes, 50H hearing dates, litigation dates.

User Bureau: Financial Analysis

APPLICATION NAME: Cash Flow

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

Information on changes to amounts in City accounts.

DATABASE CONTENTS

Cash flows by matrix IDs and flow numbers.

User Bureau: Citizens' Action Center

APPLICATION NAME: Citizen Action Complaint System

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

Listing of Complaints Filed With the Comptroller.

DATABASE CONTENTS

Names and addresses of citizens filing complaints with codes for actions, sources; dates for received, posting, pending and closing.

User Bureau: FISA

APPLICATION NAME: Bond Refund System

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

Tapes of employee payroll information on savings bond purchases.

DATABASE CONTENTS

SSN's surnames and initials; and installment amounts.

User Bureau: Accountancy

APPLICATION NAME: Bank Account Master Record

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

Listing of All City Agency Bank Accounts Coded by Investment Type.

DATABASE CONTENTS

Names and addresses of agencies and banks; acct. no, status, purpose (investment, expense, trust); custodian name, address.

User Bureau: Asset Management

APPLICATION NAME: Automated Investment Management System

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

Pension Fund Investment Management reporting and control.

DATABASE CONTENTS

Investment/Transaction Executive Information.
Statistical reports and actual investments.

User Bureau: Asset Management

APPLICATION NAME: Short Term Investment Reporting System (STIRS)

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

EFTA, Financial Investments and Management Reporting.

DATABASE CONTENTS

Collateral, coupons, holdings, pricing.

User Bureau: Various Users (Board of Ed., etc.)

APPLICATION NAME: Miscellaneous Payroll

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION

Employee Payroll

DATABASE CONTENTS

Payroll for proctors, miscellaneous refunds, etc. Run from various tapes, esp. Board of Ed.

User Bureau: Accountancy

APPLICATION NAME: Funded Debt

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

Revenue and Expenditure Statistics.

DATABASE CONTENTS

Bond issue information.

User Bureau: Accountancy

APPLICATION NAME: Lease Expense/Income

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Leases of City and Private Property.

DATABASE CONTENTS

Landlords' and premises' addresses, contract periods, account #'s, block and lot #'s.

User Bureau: FISA/OPA

APPLICATION NAME: Historic System

YEAR ACTIVATED: 1973

APPLICATION DESCRIPTION

Phase II Payroll for those small agencies not served by PMS.

DATABASE CONTENTS

Payroll data.

User Bureau: Office of Payroll Administration

APPLICATION NAME: Garnishee

YEAR ACTIVATED: 1973

APPLICATION DESCRIPTION

Revisions to employee pay amounts.

DATABASE CONTENTS

Tapes from CDCSA contain employees' and creditors' names, judgment numbers and amounts.

User Bureau: Accountancy

APPLICATION NAME: Fixed Assets

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION
Inventory Information.

DATABASE CONTENTS

Community service districts, acquisition dates and methods,
asset types, agency codes and map references.

User Bureau: Office of Contract Administration

APPLICATION NAME: Contract Administration and Tracking System

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

Purchase and service contract registration information.

DATABASE CONTENTS

Vendor names, contract periods, items and amounts, user
agencies.

User Bureau: Office of Labor Relations

APPLICATION NAME: Deferred Wages Repayment

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

City employee deferred compensation.

DATABASE CONTENTS

Names, beneficiaries, past salaries.

User Bureau: Claims and Adjudications/Labor Law Div./BLA

APPLICATION NAME: Prevailing Wage Rates

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

Prevailing wages rates for unionized trades.

DATABASE CONTENTS

Names, SSNs and other data and statistics extracted from State U.I. database.

User Bureau: Administration

APPLICATION NAME: Directive 6 Reimbursement Account

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

Individual employee expense budget expenditures.

DATABASE CONTENTS

Employee names, SSNs and expense amounts by category.

User Bureau: Retirement Systems

APPLICATION NAME: Pension Related Applications

YEAR ACTIVATED: n/a

APPLICATION DESCRIPTION

All applications drawing upon pension payroll database.

DATABASE CONTENTS

All pension payroll database-related applications including W4P, Welfare Benefits, Medicare, W2P and 1099R System, Pension On-Line Inquiry.

User Bureau: Law Department

APPLICATION NAME: Workers' Compensation

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Recipient Data.

DATABASE CONTENTS

**Employee and provider names, addresses, check amounts and
SSNs/EINs.**

User Bureau: Accountancy

APPLICATION NAME: Security Deposit

YEAR ACTIVATED: 1976

APPLICATION DESCRIPTION

Contractors' payments of deposits

DATABASE CONTENTS

Names and addresses of depositors plus amount deposited.

AGENCY

DEPARTMENT OF CONSUMER AFFAIRS

42 Broadway

New York, N.Y.

10004

PHONE:

212-487-4400

FAX:

212-487-4197

PUBLIC LIAISON

Alfred Curtis

Director of Computer Service

PHONE:

212-487-4384

MISSION STATEMENT

The Department of Consumer Affairs enforces the Consumer Protection Law, City and State weights and measures statutes, and licenses 82 types of businesses and activities as part of its responsibility to protect consumers. The Department also conducts research on and educates the public about consumer issues and resolves consumer complaints.

APPLICATION NAME: Consumer Affairs Management Information System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

CAMIS is the agency's informational centerpiece. It is an on-line and batch system which captures all major agency activities: Licensing Functions; Enforcement Functions; Complaint Functions; Case Processing Functions; Collection Functions; System Maintenance and Control Functions.

The system allows the agency to collect data in all the areas. The batch portion of the system allows the user to obtain reports on demand that are general MIS reports of agency functions.

The agency has the ability through the system to determine its position in the areas of revenue, licenses issued, cases adjudicated, and collection/account receivables.

DATABASE CONTENTS

Licenses/Permits, Inspections/Violations, Weights & Measures, Public Non-Compliance Summons, Vendor Payments, Revenue Collection, Local Law Compliance Inspection, Fine Collections/ Accounting, Sidewalk Cafe Franchise Holders, Sidewalk Cafe Franchise Payment, Freedom of Information, Tracking and Processing Public Complaints, Business/Commercial Listings.

AGENCY

OFFICE OF CONTRACTS

17 John Street, 7th Floor

New York, N.Y.

10038

PHONE:

212-788-0010

FAX:

212-788-0049

PUBLIC LIAISON

Elizabeth Butler

Assistant Director

PHONE:

212-788-0010

MISSION STATEMENT

Established in 1988 and reconstituted by Executive Order No. 16 of August 31, 1990, this Office oversees the contracting and procurement activity of City agencies and coordinates various oversight offices which have responsibility for procurement, maintains a comprehensive contract management information system (VENDEX), contractor performance records, and contracts with industry and non-profit groups that do business with the City. The Director is the City's Chief Procurement Officer and also serves as Clerk to the Franchise and Concession Review Committee.

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AGENCY: Mayor's Office of Contracts

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Page 1 of 1

APPLICATION NAME: Vendor Information Exchange System (VENDEX)

YEAR ACTIVATED: April 1990

APPLICATION DESCRIPTION

VENDEX records information on vendors that do business with the City. This information includes background, contract, performance and caution data. Agencies review the information on VENDEX prior to contract award to assist them in determining whether a potential vendor is responsible.

DATABASE CONTENTS

City vendors, capital construction contracts, other contracts, purchase contracts, service contracts, bid information, caution information.

AGENCY

DEPARTMENT OF CORRECTION

60 Hudson Street, 6th Floor

New York, N.Y.

10013

PHONE:

212-266-1000

FAX:

PUBLIC LIAISON

Michael Calabrese

Manager of Records

PHONE:

718-389-5236, or 6078 and 6122

MISSION STATEMENT

The Department of Correction provides custody for four categories of inmates: those in detention who are awaiting trial or sentence, those sentenced to one year or less, State prisoners with court appearances in New York City, and alleged parole violators being held while revocation proceedings are conducted. The Department maintains 19 jails and court detention facilities in five boroughs; the Department also contracts with the State to operate two upstate facilities. In addition to housing inmates, the Department transports them to court, to work locations, and to medical services. The Department also provides counseling services, education and training programs, daily recreation, and access to law libraries. The Department houses hospitalized inmates on three secure and three semi-secure wards managed by the Health and Hospitals Corporation, and operates a mental health center and five jail infirmaries on Rikers Island.

APPLICATION NAME: Cashier/Commissary System

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

This system maintains accounts in a legal trust for inmates. Inmates are legally entitled to weekly access to their accounts which can be debited either towards credit to another inmate or towards purchase of consumer goods from the commissary. Any balance is paid in cash to inmates upon their release from incarceration.

DATABASE CONTENTS

Inmate reports/statistics, inmates, inmate bank balances, inmate purchases, commissary inventory.

APPLICATION NAME: Inmate Information System

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

To track inmates from admission to discharge as they are moved to courts and hospitals, etc. Maintains case, warrant, identification, classification and other information.

DATABASE CONTENTS

Inmate reports/statistics; identification; admission/transfer/discharge: dates, times & locations; cases and warrants; classification; inmate history; housing.

APPLICATION NAME: Inmate Infractions

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

To maintain a history of infractions of departmental rules by inmates for determination of classification during current and future incarceration.

DATABASE CONTENTS

Inmates, violent infractions, disciplinary action, inmate reports/statistics.

APPLICATION NAME: Inmate Intake Monitoring System

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

To ensure that all newly admitted inmates are given a medical examination and are assigned a bed within 24 hours, according to legal requirements.

DATABASE CONTENTS

Inmate reports/statistics, new admission inmates, admission date/time, housing date/time.

APPLICATION NAME: Inmate Overload Tracking System

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

To ensure that inmates who are transferred from one facility to another facility are housed within 12 hours, according to legal requirements.

DATABASE CONTENTS

Inmate reports/statistics, transfer inmates, transfer date/time, housing date/time.

APPLICATION NAME: State Ready tracking System

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

To notify New York State Department of Correction of inmates due to be transferred to State Correctional facilities. Inmates are identified by NYSID number.

DATABASE CONTENTS

State ready inmates.

AGENCY

DEPARTMENT OF EMPLOYMENT .

220 Church Street, 5th Floor

New York, N.Y.

10013

PHONE:

212-433-3001

FAX:

212-964-8983

PUBLIC LIAISON

Beverly Cheuvront

220 Church Street, Room 513

New York, N.Y. 10013

PHONE:

212-433-6735

MISSION STATEMENT

Using Federal, State, and City funds, the Department of Employment seeks to bridge the gap between the City's labor force capacity and work force needs. In partnership with business, educational institutions, labor, and community-based groups, the Department provides vocational development, employment training, job placement, and educational programs to the unemployed and underemployed, including dislocated workers, and economically disadvantaged adults and young people such as substance abusers, ex-offenders, inmates, older workers, refugees, homeless individuals and families, high school dropouts, veterans, and people with disabilities. In addition, the Department provides services to public assistance recipients as a key part of the City's welfare reform efforts.

APPLICATION NAME: Job Training and Partnership Act (JTPA)
Participants

YEAR ACTIVATED: 1968

APPLICATION DESCRIPTION

This system maintains a database of DOE participant demographics and transactions for City, and State Reporting, audit, and DOE management.

DATABASE CONTENTS

Job Training and Partnership Act Participant demographics, participant transactions. Grants/programs/contracts histories, individual participant employment/training history (names and ssn's are confidential), job placement statistics.

APPLICATION NAME: JTPA Payroll

YEAR ACTIVATED: 1968

APPLICATION DESCRIPTION

Payroll of JTPA Participants for supplementary stipends and work experience programs. Wage, Stipend, withholding.

DATABASE CONTENTS

Wage, Stipend, withholding of JTPA participants. Individual participant support payments history (names and ssn's are confidential), grants/programs/contract payment histories.

AGENCY

DEPARTMENT OF ENVIRONMENTAL
PROTECTION

59-17 Junction Boulevard

Corona, N.Y.

11368

PHONE:

718-595-6600

FAX:

PUBLIC LIAISON

Mr. Sanford Evans

Director, Public Affairs

PHONE:

718-595-6600

MISSION STATEMENT

The Department of Environmental Protection protects the environmental health, welfare, and natural resources of the City and its residents. The Department manages the City's water supply and distribution system by collecting drinking water in three upstate watersheds and transmitting it to eight million users in the City and four upstate counties through three aqueducts, two water tunnels, and 6,250 miles of water mains in the five boroughs. After use, the Department collects and transmits the City's waste water through approximately 6,400 miles of sewers to 14 treatment plants, where it processes the waste and disposes of sludge (the by-product of sewage treatment). In addition, the Department carries out Federal Clean Water Act and Clean Air Act regulations, handles hazardous material emergencies and toxic site remediation, oversees asbestos monitoring and removal, enforces the City's noise code, and manages citywide water and energy conservation programs.

AGENCY: Department of Environmental Protection Page 1 of 4

APPLICATION NAME: Material Safety Data System (MSDS)

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

Contains information about New York City located companies that have on their premises hazardous materials above city and federal threshold amounts.

DATABASE CONTENTS

Facilities within NYC that use, store, or manufacture hazardous materials as per SARA/City reporting requirements. Detailed inventory of chemicals.

APPLICATION NAME: Hazardous Materials Response (SRR)

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

Contains information about hazardous materials incidents throughout New York City responded to by the Department of Environmental Protection.

DATABASE CONTENTS

Hazardous incidents responded to by DEP/HAZMAT.

APPLICATION NAME: Sewer Submission Tracking System (SSTS)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Submissions by private companies of plans to connect to the City sewer system and/or to build private sewer installations.

DATABASE CONTENTS

Address directory (consultants/applicants/public and public departments/agencies); administrative/management reports; correspondences (identifiable by street/location searches); fee collections/accounting (review fees for Water Board function); inspection reports (records of NYC/DOT inspections, private sewer, NYS/DOT, NYCTA, PDC/EDC); submission-site connection proposal, private drainage proposal, private sewer plans, contract design review: NYC/DOT, NYS/DOT, NYCTA, NYC PDC/EDC, etc. - identifiable by project number, street/location.

APPLICATION NAME: Bureau of Air Resources Management Information System (BARAMIS)

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

System contains data of two distinct types: Violation data in relation to BAR, NYFD, and DOB; and Application and permit data for BAR. Violation data is processed through the Environmental Control Board while Application/Permit data is exclusively the province of BAR.

DATABASE CONTENTS

Building applications/certificates/permits for pollution emitting devices, building code inspections/violations for pollution emitting devices, management reports, noise violations, Buildings Department violations, Environmental Control Board cases adjudicated.

APPLICATION NAME: Automated Violations Processing System (AVPS)

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

AVPS keeps track of sanitation violations. Containing all the key dates and locations, the file contains the current status and history of all statuses and important transactions.

DATABASE CONTENTS

Accounts receivable file, collection agency listing file, collection agency history file, collection agency current month activity, notice of violations file, audit file of violations activity, security sign-on file, list of agencies making citations, list of violation codes, holiday table, list of valid transactions.

APPLICATION NAME: Central Computer Assisted Drafting and Design
(CADD)

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

The CADD system contains engineering drawings of water, sewer, waste water treatment plants and related facilities used for reconstruction, maintenance and extension of the City's infrastructure.

DATABASE CONTENTS

Building constructions, sewage treatment drawings, tunnel alignment drawings, treatment plant design drawings, watermain mapping.

APPLICATION NAME: Automated Complaint System (DEPACS)

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

Contains information about complaints called in by the public, relating to water and sewer problems and other environmental complaints, including hazardous material incidents and air pollution incidents.

DATABASE CONTENTS

Air emissions complaints/violations, water related complaints/repairs (mains, street leaks, hydrants), waste water complaints (sewer backups, manholes), industrial waste complaints (spills, fumes, illegal dumping), noise complaints/violations, hazardous materials complaints, water misuse complaints (drought related), complaints reported by or source, complaint response (inspection/repair), repair history.

APPLICATION NAME: Bureau of Water and Energy Conservation (BWEC)
Meters (METERS)

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

The meters database contains all billing information, including readings of financial information for many years of metered account bills.

DATABASE CONTENTS

Miscellaneous billings, water meters, management reporting.

APPLICATION NAME: BWEC Frontage (FRONTAGE)

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

Multiple billing cycles of financial information for non-metered frontage accounts (both water and sewer).

DATABASE CONTENTS

Management reporting, miscellaneous billings.

APPLICATION NAME: BWEC Universal Metering System (UMS)

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Vendor information on potential meter accounts, tracking installation of meters through inspection and vendor payments.

DATABASE CONTENTS

Miscellaneous billings, water meters, management reporting, vendor file.

APPLICATION NAME: BWEC Jamaica Water System (JWS)

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

Detailed information on water usage transactions for Jamaica Water metered accounts, enabling us to produce sewer bills.

DATABASE CONTENTS

sewer billings, management reporting.

AGENCY

DEPARTMENT OF FINANCE

1 Centre Street, Room 500

New York, N.Y.

10007

PHONE:

212-669-4855

FAX:

PUBLIC LIAISON

Gerald S. Koszer
Records Access Officer, Office of Legal Affairs

345 Adams Street, 3rd Floor
Brooklyn, N. Y. 11201

PHONE:

718-403-3644

MISSION STATEMENT

The Department of Finance administers the tax laws in a fair and efficient manner, collects taxes and other City charges, educates the public about its rights and responsibilities to achieve the highest level of voluntary compliance, enforces the law to the fullest extent possible, provides service in response to requests from the public for information and assistance, and protects the confidentiality of tax returns.

The following details major mainframe systems.

The following status codes apply to the data:

P = Available to the Public.

R = Available to the Public with restrictions, e.g., EIN and SSN data will be claimed as exempt from disclosure under FOIL.

S = Tax Secret and not available to the Public.

It is important to note that the Department of Finance computer systems are currently in transition from systems developed over the last 15 - 20 years to a centralized fully integrated FAIRTAx system. Because the new systems will be fully integrated they will, in general, contain data that is both tax secret and available to the public. For example, the current systems contain separate names and address for each tax (i.e. Unincorporated Business Tax (UBT) and Property Tax). Currently, UBT data is Tax Secret and Property tax data is available to the Public. In the new FAIRTAx system there will be only one name and address "file" or data base having both UBT and Property Tax Names and Addresses. This database will receive a "R" status code. The restriction will relate to public access to UBT names. Property names will remain available to the public.

APPLICATION NAME: FAIRTAx Taxpayer Identification

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Central repository of identification information for entities related to NYC taxes.

DATABASE CONTENTS

Names, Addresses, SSN/EIN, Tax Account. (Note: All old Department of Finance systems containing names and addresses will be incorporated into this database.)

STATUS: R

APPLICATION NAME: Match Warrant and Vendor

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Matches Department of Finance Warrant file to NYC DGS-Municipal Supplies file.

DATABASE CONTENTS

NYC vendors and related identification information.

STATUS: R

APPLICATION NAME: Landlord Information Returns

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

System records all office and non-office building responses and changes to owners names and addresses.

DATABASE CONTENTS

Names and Addresses of landlords and Commercial Rent information related to same.

STATUS: S

APPLICATION NAME: FAIRTAX - Returns Processing

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Central system to process all Returns Based Taxes. Depending on tax, system records changes due to Federal and State Audit, processes annual and quarterly taxpayer liabilities, returns, payments, etc.

DATABASE CONTENTS

Non-Financial and Non-Taxpayer Identification data relating to returns based taxpayers.

STATUS: R

APPLICATION NAME: Commercial Rent Tax

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes the quarterly and annual Commercial Rent Tax.

DATABASE CONTENTS

Names, Addresses, non-filer information, receivables, correspondence responses, subtenant returns.

STATUS: S

APPLICATION NAME: Real Property Transfer Tax (RPTT)

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes the sales of properties requiring a RPTT.

DATABASE CONTENTS

Sales amounts, names, addresses.

STATUS: S

APPLICATION NAME: Real Property Income & Expense

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes the data filed with Income and Expense forms.

DATABASE CONTENTS

Names, addresses, income and expense amounts.

STATUS: S

APPLICATION NAME: FAIRTAX - Charge Processing

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Central system to process all Charge Based Taxes. Depending on tax, system records and calculates tax due.

DATABASE CONTENTS

Non-Financial and Non-Taxpayer Identification data relating to Charge based taxpayers.

STATUS: R

APPLICATION NAME: Commercial Motor Vehicle

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Records tax imposed on the use of Commercial Motor Vehicle and motor vehicle for the transportation of passengers in NYC.

DATABASE CONTENTS

License plate information, names, addresses, receivables.

STATUS: S

APPLICATION NAME: Annual Vault Charge

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Records and bills annual vault charge imposed for the privilege of accompanying, using or maintaining a vault in the streets of NYC.

DATABASE CONTENTS

Annual charges, vault size, receivables name, addresses.

STATUS: P

APPLICATION NAME: Coin Operated Amusement Device (COAD) Charge

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Records and bills charges for all coin operated amusement devices in NYC.

DATABASE CONTENTS

Names, addresses, device counts, receivables, charge data.

STATUS: S

APPLICATION NAME: Open Balance System

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Accounts Receivable and billing processing for all bills and payments for Real Estate, Water and Property related taxes, charges and assessments. Both Department of Finance (DOF) and non-DOF charges are processed.

DATABASE CONTENTS

Financial debits and credits by period.

STATUS: P

APPLICATION NAME: Liquor Tax Charge

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes liquor license tax.

DATABASE CONTENTS

Liquor license billing information, names, addresses.

STATUS: S

APPLICATION NAME: Rent Stabilization Charge

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Processes charges on rent controlled units.

DATABASE CONTENTS

Names, addresses, change data.

STATUS: P

APPLICATION NAME: FAIRTAX - Accounts Receivable

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Central repository of all debits and credits relating to NYC taxes.

DATABASE CONTENTS

Financial information and account periods. All taxes will be incorporated into this database.

STATUS: R

APPLICATION NAME: No Good Check Processing

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes data on payment checks to NYC that could not be cashed due to insufficient funds.

DATABASE CONTENTS

Names, address, dollar amounts.

STATUS: R

APPLICATION NAME: FAIRTAX - Records

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

Will replace the next two subsystems.

DATABASE CONTENTS

See next two subsystems.

STATUS: P

APPLICATION NAME: Mortgage Deed System

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Records dates on all legal instruments filed with the City Register including deeds, mortgages and liens.

DATABASE CONTENTS

Names, address, instrument type, instrument, instrument cross reference.

STATUS: P

APPLICATION NAME: Uniform Commercial Code/Federal Lien

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Records legal debts.

DATABASE CONTENTS

Names and addresses of debtors, secured parties, cross reference to filing location of documents.

STATUS: P

APPLICATION NAME: FAIRTAX - Case Tracking

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

Maintains status of all work/taxpayer actions internally tracked within Department of Finance.

DATABASE CONTENTS

Status, responsible Department of Finance employee, case description.

STATUS: R

APPLICATION NAME: Audit System

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

System tracks taxpayers who have been audited by Department of Finance.

DATABASE CONTENTS

Tracking data relating to taxpayer who have not paid amounts due after notification of liability.

STATUS: S

APPLICATION NAME: Tax Commission Tracking

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Tracks the filing of tax assessment protests and the results of hearings on the protests.

DATABASE CONTENTS

Names, addresses, protest data, court decision data.

STATUS: P

APPLICATION NAME: Lease Registration

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Tracks properties for which the City has a lease and reports on taxes owed.

DATABASE CONTENTS

Contract number, Agency number, names and addresses.

STATUS: P

APPLICATION NAME: In-Rem

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes the In-Rem actions whereby the City takes possession of properties where taxes are in default.

DATABASE CONTENTS

Names, addresses, property identification data.

STATUS: P

APPLICATION NAME: Installment Agreement

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Processes agreements whereby a taxpayer pays tax obligation in installments.

DATABASE CONTENTS

Terms of agreement, names, addresses, property or related tax data.

STATUS: R

APPLICATION NAME: FAIRTAX - Collections

YEAR ACTIVATED: 1992

APPLICATION DESCRIPTION

Central processing billing a collection of all taxes not paid when due.

DATABASE CONTENTS

Warrants information, account periods.

STATUS: R

APPLICATION NAME: Property System

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Records information on property descriptions, exemptions, abatements assessments, remissions.

DATABASE CONTENTS

Abatements, exemptions, revisions, property type, assessment values, names, addresses, EIN/SSN.

STATUS: R

AGENCY

FINANCIAL INFORMATION SERVICES
AGENCY

111 Eighth Avenue

New York, N.Y.

10011

PHONE:

212-206-3000

FAX:

212-206-3010

PUBLIC LIAISON

Chris Byrne

Records Access Officer

PHONE:

212-206-3279

MISSION STATEMENT

FISA is responsible for data processing operations which support the activities of those City personnel and units responsible for organizing, compiling, coordinating and reporting upon the City's central financial records, data, and other related information. FISA provides access to such information to those City personnel and units responsible for the determination and administration of the estimated and actual City expenditures; the receipt, investment and disbursement of City funds; and the issuance and payment of principal and interest on City obligations. FISA is also responsible for the implementation and processing of the City's Payroll Management System.

APPLICATION NAME: Integrated Financial Management System

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION

IFMS monitors the budget and performs all accounting functions for all City of New York agencies; it is the backbone of the City's financial infrastructure. IFMS processes all of the data concerning the City's budgets, accounting and vendor payments, and furnishes the Comptroller with pertinent financial data. Simply described, it is a central computerized general ledger for all City agencies.

DATABASE CONTENTS

Financial accounting, accounts receivable, accounts payable, capital budget/expenditures, city vendors, capital construction contracts, purchase contracts, service contracts, financial reporting, vendor payments, purchase requisitions/orders, economic/financial statistics, vendor history.

APPLICATION NAME: Payroll Management System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

PMS is a computerized system that prepares the payroll for all City of New York municipal employees; it provides prompt payment of overtime, other premium and retroactive pay and allows accurate and up-to-date City personnel record keeping. PMS is a central and integrated payroll, timekeeping and personnel system for the entire City of New York.

DATABASE CONTENTS

Wage reporting, municipal employees salaries, personnel record, pension payroll, employee transactions, employee overtime, employee attendance, city employee payroll, city employee absence/leave/statistics, address directory, employee absences.

AGENCY

FIRE DEPARTMENT

250 Livingston Street

Brooklyn, N.Y.

11201

PHONE:

718-403-1403

FAX:

PUBLIC LIAISON

Michael Ciferri, Acting Director

Bureau of Information and Computer Services

PHONE:

212-566-3195

MISSION STATEMENT

The Fire Department protects life and property from fire. It fulfills this responsibility through three separate but related missions: extinguishment, prevention through education, and investigation. The City's 304 square miles are protected from fire by 412 firefighting and supervisory units in 229 locations in the metropolitan area. Fire marshals, fire prevention inspectors, and support personnel working from the Department's Brooklyn headquarters and numerous field offices throughout the City carry out fire investigation, fire safety education, and fire prevention activities. Additionally, the Department responds to calls for utility emergencies, building collapses, hazardous material incidents, and water main breaks.

APPLICATION NAME: BICS 80/Daily-MTD-YTD Fire Statistical System
(BIS 80)

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

APPLICATION NAME: Computerized Alarm Assignment System (CAAS)

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

APPLICATION NAME: Critical Information Dispatch System (CIDS)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches, fire hazards.

APPLICATION NAME: Mapper Systems (Mapper)

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

DATABASE CONTENTS

Building modifications/repairs, computer hardware inventory, manpower schedules.

APPLICATION NAME: Fire Prevention Information Management System (FPIMS)

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire licenses/permits, fire code inspections/violations, local law compliance inspections, miscellaneous billings, accounts receivable.

APPLICATION NAME: Manpower Analysis Reports (MAG)

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

DATABASE CONTENTS

Manpower schedules, manpower reports/statistics.

APPLICATION NAME: Daily & Monthly Fire Reports

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

APPLICATION NAME: National Fire Information Reporting System (NFIRS)

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

AGENCY: Fire Department

Page 3 of 3

APPLICATION NAME: Starfire (Starfire)

YEAR ACTIVATED: 1980

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

APPLICATION NAME: Weighted Response Index (WRI)

YEAR ACTIVATED: 1968

APPLICATION DESCRIPTION

DATABASE CONTENTS

Fire alarms/dispatches.

AGENCY

DEPARTMENT OF GENERAL SERVICES

1 Centre Street, Room 1700

New York, N.Y.

10007

PHONE:

212-669-7000

FAX:

212-669-4664

PUBLIC LIAISON

Fred Winters

Director of Communications

PHONE:

212-669-7140

MISSION STATEMENT

The Department of General Services purchases supplies and equipment for the City, provides architectural, engineering, and construction services to 14 City agencies, manages agency telephone services, and plans and manages citywide energy conservation efforts. In addition, the Department operates and maintains 41 public buildings, including court facilities; acquires, manages, sells, and leases all City owned non-residential real property; operates the WNYC radio and television stations, and publishes the City Record and Green Book.

APPLICATION NAME: Capital Funds Monitoring System (CFMS)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

This is an online system with batch support function. The system monitors all capital projects, contracts and change orders on a daily basis. The system will monitor all payments to contractors.

DATABASE CONTENTS

Contractor payments; capital construction projects; contractors; capital change orders.

APPLICATION NAME: Commodity Line Item Purchasing System (CLIPS)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

The Commodity Line Item Purchasing System (CLIPS) is currently employed by the Department of General Services' Division of Municipal Supplies through which approximately \$500 million in purchases are processed annually. Major functions within the procurement process which are addressed by CLIPS are: Requisition Processing, Bid Processing, Bid Tabulation, Bid Award Process, Purchase Order/Direct Order Process and Vendor Processing.

DATABASE CONTENTS

All Purchase requisition, bid, contract and purchase order related information including vendor database.

APPLICATION NAME: Storehouse Inventory

YEAR ACTIVATED: 1962

APPLICATION DESCRIPTION

An inventory management system employed by the DGS Central Storehouse which is responsible for the warehousing and Distribution of items commonly used throughout City agencies.

DATABASE CONTENTS

Inventory; Agency usage data; inventory pricing; client agency locations.

AGENCY: Department of General Services Page 2 of 3

APPLICATION NAME: Fleet Administration Maintenance Information System (FAMIS)

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system tracks City owned vehicles, their usage and maintenance history. The system also keeps track of the vehicle parts inventory. This system was identified by the Mayor's Private Sector Survey as not being able to meet the changing environment of the Fleet manager and the Office of Fleet Administration. The Office of Management Information Systems is currently managing the project to rewrite FAMIS. The new system, Fleet Administration Computerized Tracking System (FACTS), will address all aspects of: equipment management, materials management and enhanced data retrieval.

DATABASE CONTENTS

Vehicle inventory; parts inventory; work orders, maintenance history; labor and downtime data.

APPLICATION NAME: Fuel Utilization Monitoring Equipment System (FUMES)

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

This system monitors fuel usage of NYC vehicles at City owned pumping sites.

DATABASE CONTENTS

Vehicle fuel usage, fuel allocation.

APPLICATION NAME: Tenant Accounting System

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

This system bills tenants of the Division of Real Property for rent, usage and occupancy fees, and other charges. Bills are sent monthly. Late charges, if applicable, are calculated monthly and dunning letters are sent. Includes collections. Interfaces with IPIS for enforcement data.

DATABASE CONTENTS

Tenant descriptive data; premise data; lease financial terms; current balances; billing and payment history; collection data; insurance data; enforcement summary data; multiple-property data.

APPLICATION NAME: Mortgage Accounting / Sales Receivable System

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

This system bills for mortgages created as a result of sales conducted by the Division of Real Property. Bills are sent monthly. Late charges, if applicable, are calculated monthly and dunning letters are sent. Also tracks receivables resulting from DRP sales, and records defaults.

DATABASE CONTENTS

Mortgagor descriptive data; premise data; mortgage financial terms; current mortgage balances; billing and payment history; current receivable balances; enforcement data; multiple-property data.

APPLICATION NAME: Integrated Property Information System (IPIS)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

This system tracks an inventory of City-owned and City Interest properties. Tracks various DRP and non-DRP processes affecting these properties. Monitors city acquisitions and dispositions. Correlates data with DOF files, Geosupport system, DRP Tenant Accounting system, DRP Mortgage Accounting / Sales Receivable system, and HPD Tenant system, and maintains a file of discrepancies between these files. Maintains a central name index of all people doing business in real estate with the City. Inventories all properties leased-in by the City. Records agency needs and tracks the resolution of those needs. Supports the City Land Committee meeting schedule.

DATABASE CONTENTS

Property descriptive data; district data; land use regulation data; zoning data; inspection data; management data; actions required; address data; deed data; Fee Title (ownership) data; In Rem process data; condemnation data; negotiated purchase data; other acquisition data; auction data; negotiated sale data; release data; other disposition data; lease-out data; lease-in data; lease enforcement data; restrictions on use; pre-closing obligations; restrictive covenants; easements; jurisdiction/assignments & surrenders; City Land Committee requests and meeting history; use data; office data; ulurp data; appraisal data; fencing requests and actions; agency needs; central name index; Dept. of Finance data.

AGENCY

DEPARTMENT OF HEALTH

125 Worth Street

New York, N.Y.

10013

PHONE:

212-566-0453

FAX:

PUBLIC LIAISON

Charles Troob

Assistant Commissioner

PHONE:

212-788-5180

MISSION STATEMENT

The Department of Health promotes and protects the health and quality of life of City residents by enforcing compliance with the City Health Code and administering a broad range of public health programs and services including, but not limited to: monitoring and controlling tuberculosis, gonorrhea, syphilis, and other communicable diseases; providing prevention and treatment programs for pregnant women, infants, children, homeless families, and inmates; investigating and eliminating environmental health hazards; inspecting restaurants and other facilities; and monitoring blood banks and clinical laboratories. The Department's services also include prevention of AIDS and HIV-related illnesses, and AIDS counseling, surveillance, testing, and research. The Department's Office of Chief Medical Examiner provides forensic medical services.

APPLICATION NAME: PC Network To Link Field Sites

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

A system used to capture information on women being served in the department's infant mortality prevention activities.

DATABASE CONTENTS

Miscellaneous statistics, housing/population statistics, economic/financial statistics, demographic statistics, program reports, preventable diseases, other, management reporting, health records/reports/statistics, health/confidential, education programs, children/confidential, child care, birth records.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3)
10 New York Code Rules & Reg. Sec. 751.9(m).
Civil Practices Law and Rules Sec. 4504(a).

APPLICATION NAME: BPC Code Enforcement - On-Line MF

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

A system which accesses ownership data at the Department of Finance for Pest Control Billing purposes.

DATABASE CONTENTS

City owned properties, real property ownership, property owners.

APPLICATION NAME: Daycare Master File

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Includes information regarding day-care centers used in the inspection and regulation of day care centers.

DATABASE CONTENTS

Child care programs, child care, daycare centers.

APPLICATION NAME: Daily Time Sheet - Data Entry Wang

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Inspector's Daily Time Sheet Information.

DATABASE CONTENTS

Research/planning, projects/programs, building/structure inspections.

APPLICATION NAME: Day Camp Inspection Reports Data Center VS-65

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Day camp Inspection Report forms, which record the outcome of inspections.

DATABASE CONTENTS

Other complaints, health licenses/permits, environmental inspections/violations, inspection reports, public complaints, health inspections.

APPLICATION NAME: Inspection Report Forms - Data Entry

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Inspection outcomes for restaurants, public health engineering, radiation inspection and other permitted establishments.

DATABASE CONTENTS

Health inspections, public complaints, inspection reports, health licenses/permits, health code inspections/violations, other complaints.

AGENCY: Department of Health

Page 3 of 11

APPLICATION NAME: Retrovirology & Immunobiology Lab System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Tracks specimens and test results for HIV and related virus testing.

DATABASE CONTENTS

Client directory, public assistance/program.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g.

10 New York Codes Rules & Reg. Sec. 751.9(m), Part 63, 24-1.2.

Civil Practice Law and Rules Sec. 4504(a).

Public Health Law Article 27-F(a).

NYCHC Sec. 11.07.

Public Health Law Sec. 206(1)(j).

APPLICATION NAME: Lead Poisoning Control System - On-Line

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

On-line case management system for environmental and medical follow-ups on confirmed cases of Lead Poisoning and results of Lead Tests.

DATABASE CONTENTS

City employee skills inventory, child care, registrations.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3).

10 New York Codes Rules & Reg. Sec. 751.9(m).

Civil Practice Law and Rule Sec. 4504(a).

NYCHC Sec. 11.07.

APPLICATION NAME: Case Tracking System - ME

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Contains tracking information regarding autopsies and related medical information.

DATABASE CONTENTS

CONFIDENTIALITY REQUIREMENTS

New York City Charter Sec. 557(g).

APPLICATION NAME: Radioactive Materials License Data Base

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

Licensing Process-Tracking database of requirements for
Radiation Licenses.

DATABASE CONTENTS

Address directory, other complaints, administrative reports,
environmental inspections/violations, health code inspections/
violations, health licenses/permits, inspection reports,
health inspections, public safety inspections, miscellaneous
statistics.

APPLICATION NAME: Tuberculosis Control System - Central

YEAR ACTIVATED: 1981

APPLICATION DESCRIPTION

CICS System that allows user to add, update, display, delete
and search TB patients and their contacts by name. This is a
case management system that contains demographic, medical,
bacteriology, susceptibility history.

DATABASE CONTENTS

Registrations.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3), Sec. 2221.

10 New York Codes Rules and Regs. Sec. 751.9(m).

Civil Practice Law and Rules Sec. 4504(a).

10 NYCRR Section 2.17.

New York City Health Code Sec. 11.07.

AGENCY: Department of Health

Page 5 of 11

APPLICATION NAME: AIDS Reporting System

YEAR ACTIVATED:

APPLICATION DESCRIPTION:

Medical and case tracking system related to HIV patients.

DATABASE CONTENTS

Senior citizens care, inmates, geographics/maps, goals/mandates /objectives, research/planning, death certificates, demographic statistics, health records/reports/statistics.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 206(i)(j).

New York City Health Code Sec. 11.07(a)(2).

10 New York Codes Rules and Regulations Sec. 24-1.2 and 63.1 et seq.

Public Health Law Article 27-F(a).

APPLICATION NAME: Births On-Line Record Retrieval

YEAR ACTIVATED: 1981

APPLICATION DESCRIPTION

An on-line system for accessing confidential Birth Records data required for the issuance of Birth Records certification to the individual.

DATABASE CONTENTS

Birth records.

CONFIDENTIALITY REQUIREMENTS

Administrative Code 17-169.

Health Code Sec. 201.07.

APPLICATION NAME: Induced Termination

YEAR ACTIVATED: 1971

APPLICATION DESCRIPTION

Confidential Information regarding the circumstances for an induced termination of pregnancy.

DATABASE CONTENTS

Immigration statistics.

CONFIDENTIALITY REQUIREMENTS

Health Code Sec. 203.07(c).

APPLICATION NAME: Lab Improvements STD

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Results of Lab Inspections, including personnel qualifications and adherence to standards, for the issuance of Lab permits.

DATABASE CONTENTS

Health inspections, dataline reporting system, registrations, financial reporting, child care programs, child care.

APPLICATION NAME: Handicapped Children

YEAR ACTIVATED: 1950

APPLICATION DESCRIPTION

Invoice information containing medical and payment information for service to handicapped children; does not include identifying information.

DATABASE CONTENTS

Handicapped children.

APPLICATION NAME: Hepatitis

YEAR ACTIVATED:

APPLICATION DESCRIPTION

A confidential record of persons who tested positive for hepatitis.

DATABASE CONTENTS

Health/confidential.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Section 2805-g(3)
10 New York Codes Rules & Reg. Sec. 751.9(m).
Civil Practice Law and Rule 4504(a).
Health Code Sec. 11.07.

APPLICATION NAME: Diagnostic Immunology Proficiency Testing

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

Results of proficiency tests submitted to Labs, in the area of diagnostic immunology.

DATABASE CONTENTS

Quality control inspections.

APPLICATION NAME: Patient Information and Billing System/Data Line

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

System contains records of patients enrolled in Department of Health Clinics, records of individual visits and records of provider services. System is also used for medicaid billing, and maintains records of payments and accounts receivable.

DATABASE CONTENTS

Accounts receivable, financial accounting, administrative reports, audits, fee collections/accounting, health records/reports/statistics, management reporting, revenue collection, demographic statistics, economic/financial statistics, medicaid program.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Section 2805-g(3).

10 New York Codes Rules & Reg. Sec. 751.9(m).

Civil Practice Law & Rules Sec. 4504(a).

42 CFR Sec. 431.300 et seq.

Public Officers Law Article 6-A.

Social Services Law Sec. 369(3)

APPLICATION NAME: Permit On-Line System

YEAR ACTIVATED: 1976

APPLICATION DESCRIPTION

An on-line record of permitted establishments and individuals.

DATABASE CONTENTS

Daycare centers, vendor licenses/permits, health licenses/permits.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Section 2805-g(3).

10 New York Codes Rules & Reg. Sec. 751.9(m).

Civil Practice Law and Rules Sec. 4504 (A).

APPLICATION NAME: Vital Records & Statistics

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Updates birth certification file and death on-line lookup file; prints birth and death registers and statistical reports; produces monthly tapes for Federal and State agencies.

DATABASE CONTENTS

Child care, miscellaneous statistics, death certificates, birth records, administrative reports.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3)

10 New York Codes Rules and Reg. Sec. 751.9(m).

Health Code Secs. 201.07, 205.07, and 207.11.

New York City Administrative Code Sec. 17-169.

APPLICATION NAME: Preventable Disease

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

A PC-based system for tracking reported information regarding approximately 80 communicable diseases.

DATABASE CONTENTS

Preventable diseases.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3).

10 New York Codes Rules & Reg. Sec. 751.9(m).

Civil Practice Law and Rules Sec. 4504(a).

Health Code Sec. 11.07.

APPLICATION NAME: Sexually Transmitted Disease On-Line System

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

A syphilis registry, keeping patient histories, including tests, diagnoses, and treatments, for on-line use.

DATABASE CONTENTS

Contagious diseases.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3).

10 New York Codes Rules & Reg. Sec. 751.9(m).

Civil Practice Law and Rule Sec. 4504(a).

10 NYCRR Sec. 2.32.

Health Code Sec. 11.07(a)(2).

Public Health Law Sec. 2306.

APPLICATION NAME: Venereal Disease

YEAR ACTIVATED: 1950

APPLICATION DESCRIPTION

A file of cases of sexually transmitted diseases, for batch processing.

DATABASE CONTENTS

Preventable diseases.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3).
10 New York Codes Rules and Regs. Sec. 751.9(m).
Civil Practice Law and Rules Sec. 4504(a).
10 NYCRR Sec. 2.32.
Health Code Sec. 11.07(a)(2).
Public Health Law Sec. 2306.

APPLICATION NAME: Prevention of Perinatal Aids Transmission

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Tracks medical treatment of infants born with HIV virus.

DATABASE CONTENTS

Miscellaneous statistics, demographic statistics, research/planning, grants/specific funded programs.

CONFIDENTIALITY REQUIREMENTS

Public Health Law Sec. 2805-g(3).
10 New York Codes Rules and Regs. Sec. 751.9(m).
Civil Practice Law and Rules Sec. 4504(a).
Public Health Code Sec. 206(1)(j).
10 NYCRR Sec. 24-1.2.
Public Health Law Article Sec. 27-F (a).
10 NYCRR Part 63.

APPLICATION NAME: Vital Statistics Special Request On-Line MF

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Tapes created for Federal, State, other agencies and institutions. Reports are usually listings of selected data.

DATABASE CONTENTS

Health records/reports/statistics, death certificates, research/planning.

CONFIDENTIALITY REQUIREMENTS

Names Confidential.

Public Health Law Sec. 2805-G(3).

10 NYCRR Sec. 751.9(m).

New York Administrative Code Sec. 17-169.

Health Code Sec. 201.07, 205.07, and 207.11.

AGENCY

DEPARTMENT OF HOUSING PRESERVATION
AND DEVELOPMENT

100 Gold Street

New York, N.Y.

10038

PHONE:

212-566-4663

FAX:

PUBLIC LIAISON

Ira Bourstein
Records Access Officer

Office of Legal Affairs / General Counsel

PHONE:

212-978-6273

MISSION STATEMENT

The Department of Housing Preservation and Development (HPD) preserves, upgrades, and expands the City's affordable housing stock. The Department rehabilitates private and City-owned occupied buildings and develops new housing through gut rehabilitation of vacant buildings and new construction. The Department also manages buildings taken through tax foreclosure, provides housing for homeless families and individuals, and monitors and enforces code compliance.

AGENCY: Department of Housing Preservation and Development

Page 1 of 1

The NYC Department of Housing Preservation and Development is in the process of reviewing database applications in order to prepare entries for inclusion in future editions the Public Data Directory.

Pending publication of this information in future editions, the public liaison listed on the agency cover sheet is available to answer questions regarding access to computerized data.

AGENCY

HUMAN RESOURCES ADMINISTRATION
250 Church Street
New York, N.Y.
10013

PHONE:

212-274-5400

FAX:

PUBLIC LIAISON

Roger McMillan Executive Deputy Administrator
Management Information Systems

PHONE:

212-206-3667

MISSION STATEMENT

The Human Resources Administration (HRA) provides income support, employment and social services to individuals and families in need. Specific services include public assistance, Food Stamps, Medicaid, job placement/training, day care, preventive/protective services for children, foster care, adoption, home care, protective services for adults, shelter services for homeless individuals and families, and residential services to the HIV-ill and persons with AIDS.

HRA seeks to ensure that services meet human needs effectively, are accessible and are delivered efficiently and humanely. Whenever possible, HRA focuses on increasing an individual's or a family's ability to live independently in the community.

The NYC Human Resources Administration is in the process of reviewing database applications in order to prepare entries for inclusion in future editions the Public Data Directory.

Pending publication of this information in future editions, the public liaison listed on the agency cover sheet is available to answer questions regarding access to computerized data.

AGENCY

DEPARTMENT OF JUVENILE JUSTICE

365 Broadway

New York, N.Y.

10013

PHONE:

212-925-7779

FAX:

212-219-9358

PUBLIC LIAISON

Kay C. Murray, Esq.

Counsel and Records Access Officer

PHONE:

212-925-7779, ext. 211

MISSION STATEMENT

The Department of Juvenile Justice (DJJ) is mandated to provide detention, aftercare and prevention services. DJJ provides detention for alleged juvenile delinquents and alleged juvenile offenders, aged 7 through 15, pending adjudication of their cases or transfer to state institutions after disposition or sentencing. Secure detention is provided at Spofford Juvenile Center. Non-secure detention (NSD) is provided through a network of 10 group homes. DJJ also operates a school for NSD residents. Aftercare helps children released from detention to return to school and provides support services to their families. The Family Ties program provides an alternative to placement for adjudicated juvenile delinquents by teaching families new ways of dealing with problems. DJJ has also initiated new programs under the Mayor's Safe Streets, Safe City Plan: the Court Appearance Program provides mentor and escort services, to ensure that children who are released home from detention will return to court; the Detention Alternative Program works with children in detention who, with close supervision and support, can return to their homes and communities to await disposition of their cases; and the Reading Achievement Program provides on-site tutoring to help children stay in school.

AGENCY: Department of Juvenile Justice

Page 1 of 4

APPLICATION NAME: Custody Control System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION and DATABASE CONTENTS

Inter-agency billings, child care, inmates, juvenile delinquent reports/statistics, juvenile delinquent, transportation, other.

CONFIDENTIALITY REQUIREMENTS

New York State Social Services Law, Section 372 (4) (A).

APPLICATION NAME: Food Services Inventory

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This application keeps track of past, current inventory levels, amounts received, and amounts issued for all specified food items utilized at the Spofford Juvenile Center.

DATABASE CONTENTS

Inventory.

APPLICATION NAME: Non-Secure Detention Inventory Tracking System

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This application keeps track of past, current inventory levels, amounts received, and amounts issued for all specified items, for example, furniture, food, office supplies, personal hygiene supplies.

DATABASE CONTENTS

Inventory.

APPLICATION NAME: Plant Management Inventory

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This application keeps track of past, current inventory levels, amounts received, and amounts issued for all specified items relating to plant management, such as, carpentry and electrical items.

DATABASE CONTENTS

Inventory.

APPLICATION NAME: Property Management/Fiscal Business Inventory

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This application keeps track of past, current inventory levels, amounts received, and amounts issued for all specified items relating to fiscal and business inventory.

DATABASE CONTENTS

Inventory.

APPLICATION NAME: Sneaker Inventory

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This application keeps track of all sneakers issued to residents at the Spofford Juvenile Center.

DATABASE CONTENTS

Inventory.

APPLICATION NAME: Visitor System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION and DATABASE CONTENTS
Visitors.

CONFIDENTIALITY REQUIREMENTS

New York State Social Services Law, Section 372 (4).

APPLICATION NAME: DJJ Fund Inc.

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This application keeps track of the type, date acquired, and amount of the following hardware, modems, monitors, printers, CPUs, keyboards, telecommunication lines, and the associated vendors, and maintenance contracts, for all users, work units, and sites at the Department of Juvenile Justice.

DATABASE CONTENTS

Balance sheet by grantor.

APPLICATION NAME: Property Management Expenditures Tracking System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

This application keeps track of purchase order, storehouse, and Imprest Fund expenditures for the Property Management department of Spofford Juvenile Center.

DATABASE CONTENTS

Balance sheet, management reporting/control.

| AGENCY: Department of Juvenile Justice | Page 4 of 4 |

APPLICATION NAME: Volunteers Database

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

This application provides an address directory for all volunteers to the Department of Juvenile Justice, and keeps track of the number of hours, type of task, and the site of each volunteer's participation.

DATABASE CONTENTS

Volunteers, address directory, street name and address/Geo-support.

AGENCY

OFFICE OF LABOR RELATIONS

40 Rector Street

New York, N.Y.

10006

PHONE:

212-306-7200

FAX:

212-306-7202

PUBLIC LIAISON

Emlen Goodman, Director of Systems

Jean N. Brewer, Records Access Officer

PHONE:

212-306-7345 and 212-306-7270

MISSION STATEMENT

The Office represents the Mayor in the conduct of all labor relations between the City of New York and labor organizations representing employees of the City. The Commissioner serves on behalf of the Mayor as the City's liaison with both labor and management in the private sector. Additionally, the Commissioner administers the Health Insurance Program, the Management Benefits Fund, the Central Employee Assistance Program, the Deferred Compensation Plan and the Medicare Reimbursement Program.

The Mayor's Office of Labor Relations (OLR) administers the City's health benefits program through the PACES on-line system. This program provides health benefits for approximately one million active and retired City employees, and their family members-- making NYC the largest purchaser of employee health services in the Greater New York area. These benefits are derived through collective bargaining agreements between OLR and the municipal unions. Employees may choose to receive these benefits from any of 17 health insurance carriers. The City pays the full cost of the basic health plan to its enrollees for most health benefit plans. Additional coverage can be obtained through contributions by the enrollee.

The Employee Benefits Program is also responsible for the processing and distribution of the Medicare Reimbursement Program which refunds to eligible retirees a percentage of the cost of Medicare Insurance. This figure is a set rate per month as voted on by the City Council and last year distributed over \$40 million to 75,000 eligible retirees.

APPLICATION NAME: PREMIUM ACCOUNTING/CENTRAL ENROLLMENT SYSTEM
RETIREE (PACES)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Processes health and Medicare reimbursement information for retired City employees.

DATABASE CONTENTS

City retiree health information, Medicare reimbursement check information, rate tables for health insurance.

APPLICATION NAME: PREMIUM ACCOUNTING/CONTROL ENROLLMENT
SYSTEM/ACTIVE (PACES II)

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

Processes health information for City employees.

DATABASE CONTENTS

City active health information rate tables for health insurance.

AGENCY

LANDMARKS PRESERVATION COMMISSION
225 Broadway
New York, N.Y.
10007

PHONE:

212-553-1100

FAX:

212-513-1618

PUBLIC LIAISON

Fred DeLeon
Records Access Officer

PHONE:

212-553-1119

MISSION STATEMENT

The Landmarks Preservation Commission was established in 1965 to protect the City's architectural and historic resources. The Commission identifies, designates, and regulates alterations to landmarks, buildings in historic districts, scenic landmarks, and designated landmark interiors considered significant for their architectural, historic, cultural, or aesthetic qualities. The Commission surveys potential landmarks and historic districts, evaluates and reviews proposals for landmark designation, and regulates and monitors alterations to designated buildings and scenic landmarks. In addition, the Commission seeks alternate uses or purchasers for threatened landmarks, salvages and recycles architectural elements, and provides technical assistance and distributes funds through its Facade Improvement Program to help eligible property owners preserve their designated buildings.

APPLICATION NAME: Permit Application Tracking System (PATS)

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This system tracks all work permit applications received and issued since 1987.

DATABASE CONTENTS

Landmark regulatory actions, work applications filed for designated buildings.

AGENCY

LAW DEPARTMENT
100 Church Street
New York, New York
10007

PHONE:

212-788-0303

FAX:

212-788-0367

PUBLIC LIAISON

Laurence A. Levy
Records Access Officer

PHONE:

212-788-0400

MISSION STATEMENT

The Law Department serves as the attorney and counsel for the City and its agencies, and serves as representative in virtually all law suits brought for or against the City. In addition to handling litigation on the City's behalf, the Department also prepares and reviews contracts, legislation, and fiscal and bond documents, and renders legal opinions.

APPLICATION NAME: Citylaw

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

Legal research and retrieval system.

DATABASE CONTENTS

Contains the full text of Mayoral Directives and Executive Orders, formal opinions of the Corporation Counsel, the Opinions of the New York City Conflicts of Interest Board, and other Law Department material having precedential value. The contents of Citylaw are generally available in hard copy form through law libraries.

APPLICATION NAME: City of New York, Workers' Compensation System

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Workers' compensation claims data, including claimant data, injury information, medical findings, payment transactions, worker's compensation providers, and various coding tables for locations, agencies, injuries, occupations, and payment rates.

AGENCY

NYC LOFT BOARD

1 Centre Street, #2358

New York, N.Y.

10007

PHONE:

212-669-4373

FAX:

212-669-4408

PUBLIC LIAISON

Public Information Unit

PHONE:

212-669-4373

MISSION STATEMENT

The New York City Loft Board was established pursuant to state law and Executive Order No. 66 of September 30, 1982 to resolve issues regarding the legalization and regulation of loft buildings converted to residential use. The staff of the Loft Board also enforces the zoning resolution and administrative code to prevent illegal conversion of lofts throughout the City.

APPLICATION NAME: Loft Data

YEAR ACTIVATED: 1983/84

APPLICATION DESCRIPTION

This module tracks the status of over 850 loft buildings moving through the stages of code compliance; the data base also includes violations, summonses and applications brought before the Board.

DATABASE CONTENTS

Building applications/certificates/permits; litigation cases; building code inspections/violations; fee collections/accounting; inspection reports; building/structure inspections; local law, fire code, housing maintenance standards compliance inspections; loft board licenses/permits; other purchases; real property ownership; registrations; rent/lease payments; public non-compliance summonses.

AGENCY

OFFICE OF MANAGEMENT & BUDGET

75 Park Place

New York, N.Y.

10007

PHONE:

212-788-5800

FAX:

212-788-6300

PUBLIC LIAISON

Karen Szurek

Director of Public Affairs

PHONE:

212-788-5905

MISSION STATEMENT

Established by Section 225(b) of the New York City Charter, the Office is responsible for developing the Mayor's Preliminary and Executive Budgets, and for advising the Mayor on all policy issues affecting the City's fiscal stability and the effectiveness of City services. The Director serves as a member, ex-officio, of the New York City Municipal Water Finance Authority.

APPLICATION NAME: ASSET INVENTORY MANAGEMENT SYSTEMS

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION and DATABASE CONTENTS

Background:

The Charter requires that the head of each city agency submit to the mayor each year an up-to-date inventory, assessment, and schedule of maintenance activities and necessary repairs for that agency's portion of the City's capital plant.

Process:

The mayor must then transmit to the city council an estimate of the amounts needed, by agency, for the required maintenance and repair activities. The condition assessments, maintenance schedules and estimates must be prepared and certified by registered engineers and architects. Finally, the mayor shall include in the budget message an itemized statement detailing any differences between the amounts indicated as required and the amounts appropriated for capital plant maintenance as well as the amounts actually expended.

Summary:

The City's physical plant is defined by the Charter to include all assets or systems with a replacement value of at least \$10 million and useful life of at least ten years. Even with these restrictions, the individual assets identified and appraised in the first phase of the project number approximately 2500 and include asset types such as parks, schools, office buildings, police precincts, prominent bridges, bulkheads, and ferryboats. The City's approximately 5700 miles of streets are also included in this project. Assets leased to the Transit Authority, the NYC Water Finance Authority and to other public benefit corporations are excluded from the Charter reporting requirements. The City has chosen to include assets of the Health and Hospital Corporation. This application also includes the inventory assessments, maintenance and repair activities required by the Charter.

APPLICATION NAME: CAPIS

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION and DATABASE CONTENTS

The Capital Information Systems, CAPIS, is software for developing and maintaining the City's Capital Commitment Plan, the Request, Executive and Adopted Budgets and the three-year Capital Program. Bi-annually CAPIS produces the City's Ten Year Capital Plan which sets forth the City's programmatic goals for capital improvement.

CAPIS is a CICS (Customer Information and Control System) online system. Application programs are written in command level COBOL, and many call modules or routines are assembler macros. Within CAPIS there are two subsystems, the Design, Award and Construction System (DACS) and the Ten Year Plan. CAPIS includes approximately 100 on-line screens and associated programs, which provide inquiry and update functions to users. In addition to the online system there are 25 to 30 batch programs which support CAPIS and DACS.

In CAPIS the basic entity is the CAPIS project which contain location, scope, and schedule information along with forecasts of capital commitments from all funding sources. Within each CAPIS project commitment forecast are details called occurrences which represent either a complete capital contract with amount and commitment date or a part of a capital contract. Each detail consists of codes which describe the type of work, the funding (budget line), a date, and the funded amount (City Exempt, Non-exempt, Federal, State or Private). Each CAPIS project has an approval status or Financial Status Code (FSC). A project has approved status if OMB changes the four character FSC to an "approved" FSC starting with "EX" or "PL". When a project is approved CAPIS generates an approved detail equal to the agency's forecast, OMB may elect to change the timing or the amount of the approved detail, thus a CAPIS project may have a variance between the agency's estimates and OMB's approved estimates. CAPIS contains approximately 10,800 approved projects of which 4,500 are active in the current four year program. These active projects contain about 9,000 details or occurrences.

APPLICATION NAME: COMMUNITY BOARD REPORTS

YEAR ACTIVATED: 1981 Register of Community Board Requests
1986 Various Geographic Capital Reports

APPLICATION DESCRIPTION

OMB's Office of Community Board Relations publishes various budget documents for release as part of the Preliminary, Executive and Adopted Budgets. The capital budget documents fulfill the requirements of Charter Section 214a3.

DATABASE CONTENTS

1. The Geographic Report for the Capital Budget contains cost estimates of site specific capital projects for the next fiscal year and the three succeeding years sorted by community district. Appropriations-to-date and expenditures-to-date are included for each project. Also listed are borough and citywide projects.
2. The Geographic Capital Commitment Plan is organized by community district and shows the capital appropriations and commitments for the current fiscal year and the next three years for all active capital budget projects, and project implementation schedules which give the best estimate of the completion time for activities such as scope, design and construction.
3. The Geographic Capital Detail Data Report shows each CAPIIS project (capital project) within a budget line. Sorted by community district, available information includes budget costs, an implementation schedule, project location and a scope summary. For projects supported by community boards, this report crosswalks the budget lines and CAPIIS detail with the community board tracking code.
4. The Register of Community Board Budget Requests publishes the responses to the capital and expense budget requests submitted by the community boards. Agency, OMB and Adopted Budget funding recommendations are presented for the successive stages of the budget process (Charter section B and 212).

APPLICATION NAME: QUARTERLY ALLOCATION SYSTEM

YEAR ACTIVATED: 1977

APPLICATION DESCRIPTION and DATABASE CONTENTS

In accordance with Section 106(b) of the City Charter, the Mayor shall establish Quarterly Spending Allotments and aggregate position and salary limits for each unit of appropriation within an agency. The Quarterly Allocation System (QAS) is used to plan and monitor monthly spending by agency. Expenditure plans are maintained by Personal Service (e.g. salaries, overtime, etc.) and Other Than Personal Services (e.g. equipment, rent, etc.). Agencies are required to remain within their spending plan by unit of appropriation and funding source. The QAS supports various fiscal monitoring exercises which include cashflow, variance reporting and surplus/needs exercises.

Expenditure forecasts for the City's cashflow are prepared each month. Variance reports on dollars and employee headcount are issued monthly to the agencies with a comparison between their actuals and plan. Any overspending/underspending that has occurred must be explained by the agency. This system provides early warnings on overspending and enables an agency to take corrective action. The surplus/needs analysis projects variances for the remainder of the current fiscal year for each agency, and surpluses and needs are balanced out across agencies to ensure that on an aggregate basis the City is within budget. The QAS data supports development of the Four Year Financial Plan.

AGENCY

DEPARTMENT OF MENTAL HEALTH,
MENTAL RETARDATION AND ALCOHOLISM
SERVICES

93 Worth Street

New York, N.Y.

10013

PHONE:

212-334-2081

FAX:

212-941-0794

PUBLIC LIAISON

Donna Ball

Assistant Commissioner

PHONE:

212-334-1170

MISSION STATEMENT

The Department of Mental Health, Mental Retardation and Alcoholism Services is mandated by the City Charter and State Mental Hygiene Law to plan, contract for, monitor, and evaluate local mental health, mental retardation, and alcoholism services in New York City. The Department administers approximately 820 programs through 334 contracts with more than 150 voluntary agencies, 14 Health and Hospitals Corporation facilities, the City's correctional facilities, Family Criminal Courts, and the Human Resources Administration. The services directly funded and monitored by the Department provide care to more than 425,000 persons each year, including emotionally disturbed children and adolescents, mentally retarded and developmentally disabled children and adults, mentally ill adults, alcoholics, persons referred from the courts and prisons for psychiatric services, and mentally disabled men and women.

AGENCY: Dept. of M. Health, M. Retard. & Alco. Ser.

Page 1 of 2

APPLICATION NAME: Expenditure by Contract

YEAR ACTIVATED: Fiscal 1988

APPLICATION DESCRIPTION

Tracks monthly expenditures of contract agencies.

DATABASE CONTENTS

Financial accounting, Expense budget/expenditures.

APPLICATION NAME: Mental Hygiene Service Directory

YEAR ACTIVATED: Fiscal 1989

APPLICATION DESCRIPTION

Profiles service providers by listing type of service rendered, service location, and client demographics.

DATABASE CONTENTS

Address directory, demographic statistics.

APPLICATION NAME: Levels of Service by Contract

YEAR ACTIVATED: Fiscal 1987

APPLICATION DESCRIPTION

Tracks monthly units of service rendered by contract agencies.

DATABASE CONTENTS

Administrative reports.

APPLICATION NAME: Budget by Contract

YEAR ACTIVATED: Fiscal 1986

APPLICATION DESCRIPTION

Itemizes dollar amounts from each funding source that contributes to a contract.

DATABASE CONTENTS

Service contracts.

AGENCY: Dept. of M. Health, M. Retard. & Alco. Ser.

Page 2 of 2

APPLICATION NAME: Priority Agency Review Council

YEAR ACTIVATED: Fiscal 1986

APPLICATION DESCRIPTION

Performance deficiencies (or lack thereof) are itemized for each service provider.

DATABASE CONTENTS

Management reporting.

AGENCY

DEPARTMENT OF PARKS AND RECREATION

830 Fifth Avenue, Room 305

New York, N.Y.

10021

PHONE:

212-360-8111

FAX:

212-360-1339

PUBLIC LIAISON

Majorie Cadogan

General Counsel

PHONE:

212-360-1313

MISSION STATEMENT

The Department of Parks and Recreation seeks to maintain a clean and safe park system that provides the public with a greener city and a wide variety of recreational opportunities. The City's municipal park system of more than 26,000 acres makes available to the public 622 ball fields, 529 tennis courts, 45 indoor and outdoor swimming pools, 29 recreation centers, 14 miles of beaches, 13 golf courses, 6 ice rinks, 4 major stadiums, and 3 zoos. The Agency is also responsible for approximately 700,000 street trees and 2 million park trees.

APPLICATION NAME: ABCD Site Rating System

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

The ABCD Site Rating System maintains all ratings data on properties and playgrounds undergoing ABCD, Neighborhood Parks Restoration (NPR), Audit, and Jointly Operated Playground inspections. The ratings are based upon the conditions found in the parks during inspection. Inspections were suspended in June 1991.

DATABASE CONTENTS

Administrative reports, building/structure inspections, inspection reports, public facilities inspections, public safety inspections, quality control inspections, inventory, parklands.

APPLICATION NAME: Capital Projects Tracking System

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

The Capital Projects Tracking System (CPTS) is a project management tool for all capital projects. The system comprises five modules: InterFund Agreement, Management Services, Design Status, Construction, and a Consultant/Contractor database.

DATABASE CONTENTS

Capital construction contracts, capital budget/expenditures, address directory, contractor directory, capital construction contractors, capital projects, building constructions.

APPLICATION NAME: Computer Aided Drafting and Design

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

The CADD system provides automation of drafting and design functions to the Parks Capital Projects Design unit.

DATABASE CONTENTS

Land use, capital projects, building modifications/repairs, building energy usage, building constructions.

APPLICATION NAME: Concession Billing System

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

CBS tracks contract information, leasing, gross receipts, and payment records for all concession contracts. Report categories include Concessions Information, Permit Information, Property/Location Reports, Billing, Payments Reports, and Revenue Reports.

DATABASE CONTENTS

Property amenities/concessions, parklands, insurance certificates, parks & recreation licenses, financial reporting, revenue collection, revenue/expenditure statistics, vendor licenses/permits, fee collections/accounting.

APPLICATION NAME: Forestry Contractual Tracking System

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system consists of two modules. The Tree Inventory Management System (TRIMS) maintains the tree inventory, records complaints, schedules work orders, and records completed work for the street trees in New York City. Due to staffing cuts, TRIMS is currently used on a limited basis. The Contractual Tracking module maintains the records of all maintenance performed through tree maintenance contracts.

DATABASE CONTENTS

Contractor directory, service contracts, service contractors, inventory, tree inspections/work orders.

APPLICATION NAME: Inventory Control System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

This system tracks all stock items carried in Parks' storehouses. Features include receipt of supplies, current inventory levels, orders, issuance, and loan and return. It allows Parks to develop a comprehensive purchasing strategy based on actual supply usage.

DATABASE CONTENTS

Vendor payments, vendor history, other purchases, commodity purchases, purchase requisitions/orders, procurement, parklands, OTPS budget/expenditures, management reporting, inventory, financial reporting, commodities usage, commodities directory, address directory.

APPLICATION NAME: Parklands Property List

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

The Parklands Property List maintains information on physical properties of all DPR owned and maintained parks and special facilities.

DATABASE CONTENTS

Waterfronts, infra-structure (other than bridges) inventory, property owners, city owned properties, landmark sites, land use, city owned property characteristics, inventory, parklands, administrative reports, address directory.

APPLICATION NAME: Staffing Census Analysis

YEAR ACTIVATED: 1989

This program tracks permanent staffing and mobile crew assignments and usage statistics in all properties. A variety of statistical reports are produced from the data.

DATABASE CONTENTS

Manpower reports/statistics, parklands, personnel records, management reporting.

APPLICATION NAME: Work Order Tracking System (WOTS)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

WOTS tracks all work requests made to the technical shops and generates reports of completed and outstanding work orders. It provides detailed reports for district operations staff, borough managers and executives.

DATABASE CONTENTS

Building modifications/repairs, inspection reports, infrastructure (other than bridges) inventory, building/structure inspections, public facilities inspections, parklands, crime/fire/public hazard statistics, tree inspections/work orders, other.

AGENCY

DEPARTMENT OF PERSONNEL

2 Washington Street

New York, N.Y.

10004

PHONE:

212-487-5779

FAX:

212-487-5781

PUBLIC LIAISON

Richard Cunningham

Records Access Officer

PHONE:

212-487-6664

MISSION STATEMENT

The Department of Personnel recruits and identifies the best qualified candidates for City employment in a manner consistent with the State Constitution, Civil Service Law, and the laws governing equal employment opportunity. To accomplish this, the Department classifies positions, develops and administers competitive examinations, establishes minimum qualifications for positions, certifies lists of eligible applicants, and audits appointments and promotions. The Department identifies and monitors under representation of minorities and women at all levels of City government and helps agencies to develop remedial plans. In addition, the Department identifies the training needs of City employees, provides training, and develops and administers programs to increase productivity and improve the quality of work life for City employees.

AGENCY: Department of Personnel

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APPLICATION NAME: Application Production and Processing System

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

This application allows the Department of Personnel to process applicants for Civil Service examinations. Civil Service examination test scores and eligible lists are processed and maintained in this system.

DATABASE CONTENTS

Correspondences, personnel examination, administrative examination, fee collections/accounting, skilled trades licensing, and demographic statistics.

APPLICATION NAME: Certification Evaluation, Reporting/Tracking System

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

This application allows the Department of Personnel to maintain eligible lists and to certify eligibles to obtain job vacancies in Civil Service tenured positions in various New York City departments.

DATABASE CONTENTS

Employee processing, employee certifications, city employee/personnel, audits, administrative reports.

APPLICATION NAME: Managerial Analysis and Tracking System

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

This application enables the Department of Personnel to perform analysis of the managerial titles throughout New York City government. Managerial allocations are tracked and analysis performed to determine the appropriateness of the title and type of managerial position.

DATABASE CONTENTS

Demographic statistics, personnel records, management reporting, employee transactions, correspondences, city employee/personnel, administrative reports.

APPLICATION NAME: Monitor Processing System

YEAR ACTIVATED: 1972

APPLICATION DESCRIPTION

This application tracks all of the monitorial staffing for the administration of Civil Service examinations and per diem assignments of monitors from a pool of employees. The system generates call notices to staff schools for the administration of examinations, computes the amount of pay based on the hours worked and the hourly rate of pay in accordance with the level of assignment.

DATABASE CONTENTS

Correspondences, city employee/personnel employee, employee processing, manpower reports/statistics, and manpower schedules.

APPLICATION NAME: Personnel Investigation Control and Tracking System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

This is a Case Tracking system to support investigation of applicants for various positions throughout New York City agencies. These positions include competitive, permanent and discretionary hires.

DATABASE CONTENTS

Personnel records, management reporting, investigations/confidential, employee processing, employee transactions, employee skills, employee certifications, correspondences, city employee/personnel, city employee skills inventory, audits, administrative reports.

APPLICATION NAME: Personnel Reporting and Information System for Employees

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

This system allows the Department of Personnel to process all personnel transactions, audit New York City payroll and maintain employee personnel history on a Citywide basis.

DATABASE CONTENTS

Administrative reports, city employee payroll, audits, city employee/personnel, employee transactions, employee processing, management reporting, manpower reports/statistics, personnel records, demographic statistics, city employee absence/leave/statistics, address directory.

APPLICATION NAME: Unemployment Insurance

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

This application allows the Department of Personnel to track Unemployment Insurance claims against New York City and appeal decisions when termination is for cause. This system also provides a means to check for possible overpayment on claims.

DATABASE CONTENTS

City employee/personnel, personnel records, employee certifications.

APPLICATION NAME: Citywide Equal Employment Database System

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

An Equal Employment Opportunity database utilized to produce Federally mandated reports and statistical analysis of the City's workforce and labor pools. The system also allows the Department of Personnel to identify and remedy manifest cases of under utilization.

DATABASE CONTENTS

Administrative reports, audits, city employee/personnel, employee transactions, management reports, manpower reports/statistics, statistics/demographic, applicant tracking, complaint tracking, training tracking.

AGENCY

POLICE DEPARTMENT

One Police Plaza

New York, N.Y.

10036

PHONE:

212-374-5336

FAX:

212-571-5164

PUBLIC LIAISON

Susan Rosenberg
Assistant Commissioner, Civil Matters

Office of Deputy Commissioner
Legal Matters

PHONE:

212-374-5336

MISSION STATEMENT

The mission of the New York City Police Department is to enhance the quality of life in our City by working in partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

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AGENCY: Police Department

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Page 1 of 1

The NYC Police Department is in the process of reviewing database applications in order to prepare entries for inclusion in future editions the Public Data Directory.

Pending publication of this information in future editions, the public liaison listed on the agency cover sheet is available to answer questions regarding access to computerized data.

AGENCY

DEPARTMENT OF PROBATION

115 Leonard Street

New York, N.Y.

10013

PHONE:

212-374-3110

FAX:

212-374-3256

PUBLIC LIAISON

Karl Reinsons

Director, Management Information Systems

PHONE:

212-374-3613

MISSION STATEMENT

The Department of Probation promotes public safety by providing community-oriented criminal justice penalties. The Department fulfills its responsibilities by supplying Criminal Court and Family Court with information and recommendations for court dispositions, by giving victims and their communities a voice in the justice process, supervising offenders through the monitoring and enforcing of their compliance with the conditions of probation, and providing counseling and access to rehabilitation services.

APPLICATION NAME: Differential Supervision Program

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

This is a case tracking system for sixty thousand probationers under supervision by the Department. The system tracks probationer demographics data, risks assessment, rearrests, violations and outcome data.

DATABASE CONTENTS

Case tracking of probationers under supervision, probationer demographics data, rearrest data, violation data, outcome data, risk assessment, drug usage, early discharge data.

CONFIDENTIAL PROVISIONS

9 NYCRR Sec. 350.11 and 9 NYCRR Sec. 351.8.

APPLICATION NAME: Central Placement Unit

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

This system administers the utilization of drug treatment slots by automatically matching probationer needs profile against available treatment slots that correspond to those needs.

DATABASE CONTENTS

Probationer drug treatment needs profile, drug treatment slot availability, automated matching of needs profile to slot availability, treatment provider services profile.

CONFIDENTIAL PROVISIONS

42 CFR 2.1.

AGENCY

OFFICE OF THE DEPUTY MAYOR FOR
PUBLIC SAFETY (formerly, the OFFICE OF THE
COORDINATOR OF CRIMINAL JUSTICE)

250 Broadway, 14th Floor

New York, N.Y.

10007

PHONE:

212-788-6764

FAX:

212-788-6815

PUBLIC LIAISON

Cynthia Peterson

Executive Assistant - CJIS

PHONE:

212-788-6801

MISSION STATEMENT

The Office of the Deputy Mayor for Public Safety, which assumed responsibilities for the former Office of the Criminal Justice Coordinator, is responsible for overseeing various City agencies involved in the field of public safety, including the Police Department, Fire Department and Department of Correction, advising the Mayor on public safety policy issues as well as criminal justice matters, and coordinating the activities of agencies involved in the criminal justice system, including the Departments of Police, Correction, Probation and Juvenile Justice, the court system and the District Attorneys. Additional responsibilities include oversight of use of City funds for legal services to indigent defendants, funding of alternatives to incarceration programs, implementation of the City Court Facilities Master Plan; and the Mayor's Arson Strike Force. This Office also performs the duties of the Coordinator of Criminal Justice as provided in Section 13 of the New York City Charter.

APPLICATION NAME: Arrest to Arraignment Computer Simulation Model

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This module is a simulation model of the City's arrest to arraignment process. It utilized 1989 data to assist agencies in this process with budgeting and resource allocation decisions. As the database has not been updated, it is presently obsolete.

DATABASE CONTENTS

Arrests, criminal bookings.

APPLICATION NAME: Corporation Counsel Case Tracking System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

A unified case tracking and management information system of juvenile Family Court cases processed by the City's Law Department, Family Court Division.

DATABASE CONTENTS

Children/confidential, juvenile delinquent, juvenile delinquent reports/statistics, investigations/confidential, crimes, arrests, management reporting, manpower reports/statistics, petitions, probation clients, research/planning, crime/fire/public hazard statistics, other.

CONFIDENTIALITY REQUIREMENTS

NYS Family Court Act, Section 166.

AGENCY: Deputy Mayor for Public Safety

Page 2 of 2

APPLICATION NAME: Dept. of Probation Family Court Services
System

YEAR ACTIVATED: 1979

APPLICATION DESCRIPTION

Case tracking and management information data on juvenile delinquency and PINS (person in need of supervision) cases known to City Probation's Family Court Division.

DATABASE CONTENTS

Children/confidential, juvenile delinquent, juvenile delinquent reports/statistics, investigations/confidential, crimes, arrests, management reporting, manpower reports/statistics, petitions, probation client reports/statistics, probation clients, research/planning, crime/fire/public hazard statistics, other.

CONFIDENTIALITY REQUIREMENTS

NYS Family Court Act, Section 166.

APPLICATION NAME: Corporation Counsel System for the Handicapped

YEAR ACTIVATED:

APPLICATION DESCRIPTION

This system is a case-related database consisting of cases of juveniles on whose behalf petitions have been filed in the Family Court, seeking provision of services available to children with handicapping conditions as defined in the New York State Education Law, Section 4401.

DATABASE CONTENTS

Handicapped children, claims against City, financial accounting, administrative reports, miscellaneous billings, child care, education programs, grants/specific funded programs, management reporting, contractor payments, other.

CONFIDENTIALITY REQUIREMENTS

NYS Family Court Act, Section 166.

AGENCY

DEPARTMENT OF RECORDS AND
INFORMATION SERVICES

31 Chambers Street

New York, N.Y.

10007

PHONE:

212-788-8600

FAX:

PUBLIC LIAISON

William Considine

Director of Administration

PHONE:

212-788-8622

MISSION STATEMENT

The Department of Records and Information Services (D.O.R.I.S.) accessions, preserves and services all historical documents and publications generated by the City. The agency also provides records management services to all New York City agencies and makes available information about the City's services to the general public.

To carry out its charter-mandated mission D.O.R.I.S. is subdivided into three functional divisions: the Municipal Records Management Division, the Municipal Archives and the Municipal Reference and Research Center also known as the Library.

AGENCY: Department of Records and Information Services

Page 1 of 1

**APPLICATION NAME: Records and Information Management System
(RIMS)**

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

RIMS is an automated system to manage records for the City of New York including the records scheduling process, records disposals and statistics, and accessioning and retrieval from the records center.

DATABASE CONTENTS

Agency certification, retention schedule development, records accessioning, box expansion and box relocation, records requisition and refile, records destruction, statistics generation and reporting.

METHOD OF ACCESS

Agency records center holdings in RIMS are available to the public, with permission from the agency having jurisdiction over the records.

AGENCY

DEPARTMENT OF SANITATION

125 Worth Street

New York, N.Y.

10013

PHONE:

212-566-1066

FAX:

212-837-8243

PUBLIC LIAISON

Frank Valentino

General Counsel

PHONE:

212-837-8130

MISSION STATEMENT

The Department of Sanitation keeps the City clean by collecting and disposing of garbage, clearing the streets of litter, snow, and ice, cleaning debris from vacant lots, tagging and removing derelict vehicles, and enforcing Health and Administrative Code provisions, including rules governing the proper disposal of hazardous waste. In recent years, the Department has expanded its scope of responsibility to include the increasingly complex environmental problems facing the City. In addition to its traditional functions, the Department is focusing on three major issues: developing a long-term waste management strategy, improving agency operations to make them more environmentally sound, and enforcing stricter environmental laws and regulations.

AGENCY: Department of Sanitation

Page 1 of 1

APPLICATION NAME: Private Carter System

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Corporate information on private carters; and the amount of refuse collected and dumped in City owned facilities.

DATABASE CONTENTS

Financial accounting.

APPLICATION NAME: Sanitation Control and Analysis Network (SCAN)/Manpower Allocation and Reporting

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

This system retains information regarding the assignment of department personnel to the various duty posts.

DATABASE CONTENTS

Employees and assignment posts.

AGENCY

OFFICE OF THE CITY SHERIFF

31 Chambers Street

New York, N.Y.

10007

PHONE:

212-788-8730

FAX:

212-766-9666

PUBLIC LIAISON

Jeannette McNulty

Executive Assistant to the Sheriff

PHONE:

212-788-8734

MISSION STATEMENT

The Sheriff is authorized to make collections resulting from Civil and Supreme Court proceedings and governmental agency actions. The primary function of the office is to serve as the chief collection entity for the City of New York in order to recover significant public sector debt.

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| AGENCY: Office of the City Sheriff | Page 1 of 1 |
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APPLICATION NAME: Sheriff's Case Tracking System (Case Tracking)

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Case Tracking keeps track of all Private Sector cases.
Maintains information on enforcement and collection activities
for cases assigned to this division.

DATABASE CONTENTS

Accounting - financial, payments - creditor/debtor - refunds,
judgments, services, fees, poundage, processes - legal/civil,
courts, bank information - account information, bank -
creditor/debtor, auction sales, payments types, monthly
accounts, deputy case information.

APPLICATION NAME: Sheriff's Business Tracking system (Business
Tracking)

YEAR ACTIVATED: 1991

APPLICATION DESCRIPTION

Business Tracking keeps track of all Public Sector cases.
Maintains information on enforcement and collection activities
for cases assigned to this division.

DATABASE CONTENTS

Debtor, creditor, judgments, services, fees, poundage,
processes - legal/civil, payment types, monthly accounts,
deputy case information.

APPLICATION NAME: Scufflock Tow Program (Scofftow)

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

This program keeps track of all vehicles towed by the Sheriff's
Office for outstanding judgment summonses. It is updated with
the total amount due for all summonses/violations as well as
calculating all additional fees owed before the release of any
vehicles.

DATABASE CONTENTS

Case number, seizure information - date - time, deputy
information - shield, PVB Login ID, tow information - date -
tow company, plate number/vehicle ID/state/make/year,
defendant/lienholder address, precinct, judgment amount, fees,
purchaser address, PVB payments and payee information.

AGENCY

TAXI AND LIMOUSINE COMMISSION

221 W. 41st Street

New York, N.Y.

10036

PHONE:

212-840-4520

FAX:

212-840-5322

PUBLIC LIAISON

Manuel Bu

Director - Management Information Systems

PHONE:

212-840-4194

MISSION STATEMENT

The New York City Taxi and Limousine Commission licenses and regulates medallion taxicabs, for-hire vehicles and companies (bases), wheelchair-accessible vans, and the drivers of these vehicles. The Commission makes and enforces rules and regulations that govern these industries to safeguard the riding public from dishonest or unprofessional conduct by drivers, and to promote safe, clean, readily available, and reputable transportation services.

APPLICATION NAME: Centralized Safety and Inspection

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

This system inspects medallion taxicabs a minimum of three (3) times per year. Three initial inspections and as many re-inspections as necessary to correct failed components, i.e. brakes, emission, alignment, etc.

DATABASE CONTENTS

Vehicle car make and model year, name and address of owner, results of inspection/re-inspection, items that pass, fail, advice given, notice to correct fault.

APPLICATION NAME: Complaint Tracking System

YEAR ACTIVATED: 1984 - Revised 1989

APPLICATION DESCRIPTION

This system tracks summonses issued to drivers or vehicles licensed by the Taxi and Limousine Commission from date of issue to adjudication.

DATABASE CONTENTS

Name and TLC license number of driver or vehicle, summons number, state driver license number, vehicle identification number, time, date and place of violation, rule number(s) violated, time and place of adjudication hearing, name and number of hearing judge, disposition of summonses, fine amount and receipt number, (if any) for each summons.

APPLICATION NAME: Driver on-line System and Reports

YEAR ACTIVATED: 1984 - Revised 1989

APPLICATION DESCRIPTION

This system maintains all data on drivers licensed by the Taxi and Limousine Commission to operate yellow medallion cabs, for-hire vehicles, car services and limousines, para-transit ambulettes, as well as unlicensed drivers stopped while operating a vehicle.

DATABASE CONTENTS

Name and address, TLC driver number, state driver number, date of birth, social security number, height, weight, hair color, eye color, race, date license expires, telephone number and status of license.

APPLICATION NAME: Vehicle On-line Inquiry

YEAR ACTIVATED: 1984 - Revised 1989

APPLICATION DESCRIPTION

This system maintains data on all vehicles licensed by the Taxi and Limousine Commission, yellow medallion cabs, for-hire vehicles, para-transit ambulettes as well as those vehicles stopped while operating without a license or with a expired license.

DATABASE CONTENTS

Name and address of owner, TLC license number, telephone number, name and address of secretary if a corporation, insurance policy number, name and address of insurance carrier, license plate number, vehicle identification number, make and model year of vehicle, meter make and serial number if, a medallion cab, expiration date of license, status of license.

AGENCY

DEPARTMENT OF TELECOMMUNICATIONS
AND ENERGY

75 Park Place, 6th Floor

New York, N.Y.

10007

PHONE:

212-788-6540

FAX:

212-788-6551

PUBLIC LIAISON

David E. Bronston, Esq.

General Counsel, Records Access Officer

PHONE:

212-788-6540

MISSION STATEMENT

The Department of Telecommunications and Energy grants and enforces telecommunications franchises, revocable consents, and other contracts, including franchises for cable television. It also sets the City's telecommunications policy; develops the municipal cable television network; coordinates the interagency uses of cable; and manages the New York City Public Utility Service, which provides low-cost energy for economic development activity to qualified firms and develops the City's energy policy. The Department represents the City in proceedings before the State Public Service Commission, the State Commission on Cable Television, Federal Communications Commission, and the Federal Energy Regulatory Commission.

AGENCY: Department of Telecommunications and Energy

Page 1 of 1

APPLICATION NAME: Cable Television Construction Status

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Status of cable television construction.

DATABASE CONTENTS

Cable television system construction statistics (updated quarterly), including miles of plant, homes passed, and subscribers.

APPLICATION NAME: Cable Television Consumer Complaint Summary

YEAR ACTIVATED: Unknown

APPLICATION DESCRIPTION

Number and type of consumer complaints received by the agency regarding cable television service.

DATABASE CONTENTS

Consumer complaint statistics (updated monthly), including service, billing and other.

AGENCY

DEPARTMENT OF TRANSPORTATION

40 Worth Street

New York, N.Y.

10013

PHONE:

212-323-8575

FAX:

PUBLIC LIAISON

Theresa Stahling

Assistant Commissioner

PHONE:

212-566-4027

MISSION STATEMENT

The Department of Transportation is responsible for the safe and efficient movement of pedestrian and vehicular traffic throughout the City. The Department builds and maintains more than 5,800 miles of streets and highways and 846 bridges and tunnels, and issues and monitors franchises and revocable consents, processing more than 12 million summonses annually and providing an adjudicatory forum for those motorists who wish to contest parking summonses. The Department also operates and maintains the Staten Island Ferry and monitors private ferry services, regulates private bus companies, and operates a paratransit system for people with disabilities.

Bureau of Administration

APPLICATION NAME: Management Oriented Street Attributes Information Control System (MOSAICS - Geosupport)

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Management Oriented Street Attributes Information Control System is an on-line system which uses geosupport to track street related activities such as; street opening permits, sidewalk violations, street capital projects, street maintenance and repairs, and manhole, canopy, vault, and telephone booth permits.

DATABASE CONTENTS

Borough, Location, Cross streets, type of permit, capital project, inspection district, maintenance district.

APPLICATION NAME: Pothole Identification

YEAR ACTIVATED: 1985

APPLICATION DESCRIPTION

Database contains monthly pothole identification and repair information. Information is limited to segment level summaries. A segment represents a geographical area of 1 to 1.5 miles.

DATABASE CONTENTS

Borough, community board, location, survey date, repair date, repair hours, asphalt used.

APPLICATION NAME: Street Assessment

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

This database contains Street Assessment Survey ratings for 17 to 25% of the blocks in New York City for fiscal years 1987 - 1989. These blocks were randomly selected and stratified by community boards.

DATABASE CONTENTS

Borough, community board, segment, sequence, rating.

Bureau of Traffic

APPLICATION NAME: Car Inventory System (CIS)

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Contains vehicle maintenance history of cars owned by Bureau of Traffic

DATABASE CONTENTS

License plate, ID number, make, model, mileage, persons or units assigned to the vehicle, maintenance history.

APPLICATION NAME: Traffic Enf. Agent Issuance Rept. & Acct. Sys.
(TIRAS)

YEAR ACTIVATED: 1982

APPLICATION DESCRIPTION

Maintains the timekeeping for TEA's and records ticket issuance by TEA.

DATABASE CONTENTS

Name of TEA, Ticket issuance by TEA, timekeeping by TEA

APPLICATION NAME: Traffic Control Roster System

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

Tracks Personnel assignments and transfers.

DATABASE CONTENTS

Name of TEA, personnel assignments, transfers.

APPLICATION NAME: Motorist Information Computerize Exchange

YEAR ACTIVATED: 1989

APPLICATION DESCRIPTION

All incidents reported to the Communication Center are logged and tracked, such as accidents, water main breaks, police calls, traffic tie-ups, emergencies, and events.

DATABASE CONTENTS

All reported incidents, location, type of accident, date, time.

APPLICATION NAME: Accident Records Library

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

Tracks fatalities by location. Contains information such as date, precinct, time, location, vehicle(s), description of the accident.

DATABASE CONTENTS:

Dates, precinct, time, location, vehicle(s), and description.

APPLICATION NAME: Transportation Agency Permits System (TAPS)

YEAR ACTIVATED: 1986

APPLICATION DESCRIPTION

Contains parking permit data for permits issued to City Agencies. It contains vehicle identification and the unit the permit is issued to.

DATABASE CONTENTS

Transportation licenses/permits.

APPLICATION NAME: Parking Information Management (PIMS)

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

Inventory of parking meters, when they are installed or removed and rates and hours by meter.

DATABASE CONTENTS:

Parking meters, management reporting.

APPLICATION NAME: Vehicle Traffic Control System (VTCS)

YEAR ACTIVATED: 1969

APPLICATION DESCRIPTION

Records traffic patterns in effect by time and place. Measurements at selected locations, including volume, speed of vehicles and lane occupancy.

DATABASE CONTENTS:

Traffic information.

APPLICATION NAME: Preventative Signal Maintenance (PSM)

YEAR ACTIVATED: 1969

APPLICATION DESCRIPTION

Tracks preventative maintenance and performance of signals, all activity by private contractors. Painting, cleaning and lubrication of control switch mechanisms by location.

DATABASE CONTENTS:

Service contractors, vendor payments.

APPLICATION NAME: Special Vehicle Identification (SVI)

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

Tracks individual parking permit issuance.

DATABASE CONTENTS

Transportation licenses/permits (parking), city planning licenses/permits (parking).

APPLICATION NAME: Street Lighting (SL)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Tracks contractors service by time and location, records street light complaints by time and location. Maintains street light inventory identifying types, also tracks traffic light complaints.

DATABASE CONTENTS

Service contractors, street light inventory, street light complaints, traffic light complaints.

APPLICATION NAME: Daily Signal Maintenance (SGM)

YEAR ACTIVATED: 1981

APPLICATION DESCRIPTION

Tracks Complaints by time and location, tracks contractors service, calculates liquidated damages for lateness.

DATABASE CONTENTS:

Service contractors (track times, calculate liquidated damages for lateness), vendor payments, other complaints (by time & location).

APPLICATION NAME: Sign, Traffic, Accidents Terminal User System (STATUS)

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

Inventory of traffic control/regulation signs and a description of them. There is no accident data kept.

DATABASE CONTENTS

Infra-structure (other than bridges) inventory, traffic signs, city streets/addresses/zoning/election districts/political subdivisions/community boards.

APPLICATION NAME: Vehicular Travel Time Reporting System (VTTRS)

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Sampled travel times by 16 cross streets and 12 avenues in Manhattan. Semi-annual reports with comparisons (2 day 12 hour sample (7AM to 7PM) per study).

DATABASE CONTENTS

Air emissions complaints, management reporting, air quality, program reports, research/planning, grants/specific funded programs, transportation.

APPLICATION NAME: Tow Pound Information System (TOPIS)

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Inventory of towed vehicles, dates they were in and out, plate number, state, make and color of the vehicle. Also location of the pound. For abandoned vehicles they maintain additional data for resale, owner name and vehicle identification number.

DATABASE CONTENTS

Administrative reports, abandoned vehicles.

APPLICATION NAME: Air Quality Modeling

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Supports air quality monitoring program.

DATABASE CONTENTS:

Transportation, program reports, research/planning, capital construction contractors, capital projects, air quality.

APPLICATION NAME: Safe Team (S.A.F.E.)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Records fatalities, from police reports, physical circumstances, location, conditions, vehicles involved, casual factors, and recommendations.

DATABASE CONTENTS

Fatality information, location, vehicle(s), and description.

APPLICATION NAME: Tractor Trailer Accident Library (TRUCACC)

YEAR ACTIVATED: 1987

APPLICATION DESCRIPTION

This is limited to Highways only. It contains data on location, time, number of fatalities, number of injured, whether a summons was issued, surface conditions, type of accident, number of lanes blocked, length of delay in traffic, and contributing factors.

DATABASE CONTENTS:

Fatality information, location, vehicle(s), and description.

APPLICATION NAME: Traffic Count Process & Analysis System (TCPAS)

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Average volume of vehicles by location, air emissions complaints, air quality.

DATABASE CONTENTS

Transportation, grants/specific funded programs, research/planning program reports, management reporting, air quality, air emissions complaints.

APPLICATION NAME: City Environmental Quality Review (CEQR)

YEAR ACTIVATED: 1977

APPLICATION DESCRIPTION

Internal tracking of Project approval process by location (Borough, Community Board), title, description, project manager for New York City initials, dates by phases to final approval.

DATABASE CONTENTS:

City planning licenses/permits, land use, environmental review, research/planning, program reports, transportation.

APPLICATION NAME: Computer Oriented Research Project to Study the Expired (CORPSE)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Records fatalities, arrest/violation codes, location, date, time, conditions, drug/alcohol related, and inspector.

DATABASE CONTENTS:

Fatality information, dates, location, and description.

Bureau of Bridges

APPLICATION NAME: Bid Letting System

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

System maintains up-to-date listing of state and city item codes for all construction contracts. Also kept are records of cost of each item for every bid with every contract.

DATABASE CONTENTS

Bridges, Contractors, Capital Construction, Contracts, Management Reporting

APPLICATION NAME: Consultant Contracts

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION:

Maintains listing of approved consultants for construction and rehabilitation projects and list of all jobs in bridge rehabilitation program.

DATABASE CONTENTS

Bridges, Contracts, Capital Construction, Management Reporting, Payments, Projects/Programs, Statistics.

APPLICATION NAME: DOT BIN Inventory

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION

A Listing of all New York City bridges maintained by NYC DOT. This list augments state bridge inventory by adding information on bridges, such as pedestrian bridges, which do not show up in state listing.

DATABASE CONTENTS

Bridges, Inspections, Building/Structure, Statistics, Management Reporting.

APPLICATION NAME: Flagged Bridge Tracking - On-Line Version (FBT)

YEAR ACTIVATED:

APPLICATION DESCRIPTION

Maintains listings of all flag conditions reported to city for repair. Flags are divided into 3 types: Structural Emergency (red), Structural in need of repair (yellow), and Safety.

DATABASE CONTENTS

Bridges, Public Safety inspections, Management Reporting, Statistics, Public Complaints.

APPLICATION NAME: Flagged Bridge Tracking - Batch (MVS) Version

YEAR ACTIVATED: 1978

APPLICATION DESCRIPTION

Uses same files as above, but is used for generating large reports in IBM Batch Mode.

DATABASE CONTENTS

Bridges, Public Safety inspections, Management Reporting, Statistics, Public Complaints.

APPLICATION NAME: Microfilm Index

YEAR ACTIVATED: 1984

APPLICATION DESCRIPTION

Maintains a list of drawings of all the cities bridges with a cross reference to where the original drawings are stored.

DATABASE CONTENTS

Bridges.

APPLICATION NAME: Project Status Monitoring

YEAR ACTIVATED: 1983

APPLICATION DESCRIPTION

Maintains milestone data for all bridges in rehabilitation program.

DATABASE CONTENTS:

Bridges, management reporting, capital construction contracts, projects/programs, miscellaneous statistics.

APPLICATION NAME: State BIN Inventory

YEAR ACTIVATED:

APPLICATION DESCRIPTION

A data base received from New York State DOT of all state bridges with pertinent data, such as year built, length of bridge, etc.

DATABASE CONTENTS:

Management reporting, miscellaneous statistics, building/structure inspections, bridges.

APPLICATION NAME: Annual Bridge Report

YEAR ACTIVATED:

APPLICATION DESCRIPTION

A system used to combine information from inspection reports to produce a report annually on actual condition of each of the cities bridges.

DATABASE CONTENTS

Bridges, Management Reporting, Manpower Reports, Statistics, Projects/Programs, Tunnels.

Parking Violations Bureau

APPLICATION NAME: Summons Tracking Accounts Receivable System (STARS)

YEAR ACTIVATED: 1988

APPLICATION DESCRIPTION

Vehicle registration, registered owner, parking summons, payment, disposition, and enforcement information.

DATABASE CONTENTS

Fine collections/accounting, parking scofflaws.

AGENCY

DEPARTMENT OF YOUTH SERVICES

44 Court Street

Brooklyn, N.Y.

11201

PHONE:

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PUBLIC LIAISON

E.S. Blecher

Director - Management Information Systems

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MISSION STATEMENT

The Department of Youth Services administers State and local funds to provide services to the City's 2.1 million young people under 21 years of age. Through contracts with 541 community-based organizations, the Department supports a broad array of youth development services. These include recreation, tutoring and remedial education, adolescent health, alcohol and substance abuse prevention, leadership development, residential services for runaway and homeless youngsters, and cultural enrichment programs to foster healthy growth and development of City youth. The Department also coordinates services sponsored by other government and private agencies and initiates programs and policy development to promote awareness of issues concerning youth.

APPLICATION NAME: Youth Services Integrated Database (YBID)

YEAR ACTIVATED: 1990

APPLICATION DESCRIPTION

The Department of Youth Services Integrated Database is a series of interconnected systems that track approximately 700 contracts from the RFP process through negotiation and registration, and continues throughout the life of the document. All information both fiscal and programmatic is stored. The system tracks both in-house and contract agency fiscal affairs.

DATABASE CONTENTS

Financial accounting, management reporting, service contracts, demographic statistics, funding statistics, adolescent programs, child care programs, computer hardware inventory, computer software inventory, education programs, federal/state grants, federal/state reimbursements,